Worcester County

Approved

5 Year Capital Improvement Plan
FY 2027 to FY 2031

NOTE: **The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.**

December 2, 2025

REQUESTED PLAN SUMMARY BY CATEGORY

12/2/2025

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2027 TO FY 2031 PROJECT SUMMARY

Project Category	2027	2028	2029	2030	2031	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	4,806,936	7,920,048	6,061,084	241,582	0	19,029,650	6.38%	4,432,042	0	23,461,692
Public Safety	2,185,500	855,000	44,665,000	355,000	0	48,060,500	16.12%	4,450,000	0	52,510,500
Public Works	3,300,000	1,500,000	1,500,000	1,500,000	1,500,000	9,300,000	3.12%	1,551,752	0	10,851,752
Recreation & Parks and Natural Resources	6,418,680	3,050,000	0	0	0	9,468,680	3.18%	1,524,600	0	10,993,280
Public Schools	11,631,988	40,453,151	39,879,478	47,160,400	10,984,500	150,109,517	50.34%	2,090,635	31,775,169	183,975,321
Community College	0	0	529,925	2,522,713	2,759,762	5,812,400	1.95%	0	0	5,812,400
Water Wastewater	1,530,000	17,407,500	8,295,000	7,465,900	2,213,400	36,911,800	12.38%	207,765	0	37,119,565
Solid Waste	13,400,000	6,100,000	0	0	0	19,500,000	6.54%	1,126,550	0	20,626,550
TOTAL	43,273,104	77,285,699	100,930,487	59,245,595	17,457,662	298,192,547	100%	15,383,344	31,775,169	345,351,060

Source of Funds	2027	2028	2029	2030	2031	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Fund	0	0	0	0	0	0	0%	0	0	0
Water Wastewater User Fees	750,000	2,957,500	570,000	320,000	320,000	4,917,500	2%	140,000	0	5,057,500
Solid Waste User Fees	13,400,000	0	0	0	0	13,400,000	4%	1,126,550	0	14,526,550
Grant Funds	6,200,000	5,600,000	125,000	1,350,000	700,000	13,975,000	5%	67,765	0	14,042,765
State Match	5,549,499	13,937,000	18,634,000	13,940,500	10,984,500	68,283,369	21%	1,860,329	0	70,143,698
State Loan		0	0	0	0	0	0%	0	0	0
Assigned Funds	10,563,235	19,194,188	12,544,386	7,879,795	4,259,762	54,441,366	18%	8,862,700	631,826	63,935,892
Private Donation	0	0	0	0	0	0	0%	0	0	0
Enterprise Bonds	0	6,500,000	7,600,000	2,295,900	1,193,400	17,589,300	6%	0	0	17,589,300
General Bonds	0	17,647,011	61,457,101	29,959,400	0	109,063,512	37%	3,050,000	31,143,343	143,256,855
Other Funding	6,810,370	11,450,000	0	3,500,000	0	16,522,500	7%	276,000	0	16,798,500
General Bonds (Re-paid through VLT)										
TOTAL	43,273,104	77,285,699	100,930,487	59,245,595	17,457,662	298,192,547	100%	15,383,344	31,775,169	345,351,060

* Balance to Complete - Years FY2031 and future

FY 2027 TO FY 2031 SUMMARY BY PROJECT
REQUESTED

12/2/2025

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2027	FY2028	FY2029	FY2030	FY2031	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
Snow Hill Library Building Improvements	2,257,200					2,986,867		5,244,067
ERP Modernization and System Upgrade	567,375	932,331	929,243	241,582		243,750		2,914,281
Courthouse Courtroom 4/ Family Services Expansion	1,280,425	120,000				280,425		1,680,850
Courthouse Washington Street Entrance	671,936	67,194				216,500		955,630
Recycle Building Expansion	30,000	100,000	2,000,000					2,130,000
Pocomoke Health Department & 50 Plus Center Replacement		6,700,523	2,711,841			704,500		10,116,864
Ocean Pines Library Restroom Renovation			420,000					420,000
Total General Government Facilities	**4,806,936**	**7,920,048**	**6,061,084**	**241,582**	**0**	**4,432,042**	**0**	**23,461,692**
Public Safety								
Public Safety Logistical Storage Facility	772,500					3,050,000		3,822,500
Outdoor Warning Siren System	1,200,000					1,400,000		2,600,000
Public Safety Facility	213,000	855,000	44,665,000	355,000				46,088,000
Total Public Safety	**2,185,500**	**855,000**	**44,665,000**	**355,000**	**0**	**4,450,000**	**0**	**52,510,500**
Public Works								
Roads- Asphalt Overlay or Pavement of County Roads	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752		9,051,752
Gum Point Construction	300,000							300,000
Unionville Road Pipe Replacement	1,500,000							1,500,000
Total Public Works	**3,300,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,551,752**	**0**	**10,851,752**
Recreation and Parks & Natural Resources								
Recreation Center - HVAC Replacement	118,680					1,524,600		1,643,280
Ocean City Inlet Dredging	6,300,000	3,050,000						9,350,000
Total Recreation and Parks & Natural Resources	**6,418,680**	**3,050,000**	**0**	**0**	**0**	**1,524,600**	**0**	**10,993,280**
Public Schools								
Buckingham Elementary Replacement School	5,632,541	28,069,011	28,069,101	7,053,391		1,910,635	631,826	71,366,505
Berlin Intermediate School	2,871,619	246,131	663,369	33,986,509	10,984,500	180,000	31,143,343	80,075,471
Worcester Technical High School Roof Replacement	3,127,828	7,856,000						10,983,828
Stephen Decatur High School Roof Replacement		4,282,009	11,032,008					15,314,017
Ocean City Elementary School Roof Replacement			115,000	6,120,500				6,235,500
Total Public Schools	**11,631,988**	**40,453,151**	**39,879,478**	**47,160,400**	**10,984,500**	**2,090,635**	**31,775,169**	**183,975,321**
Wor-Wic Community College								
Wor-Wic Student Success and Wellness Center			529,925	2,522,713	2,759,762			5,812,400
Total Wor-Wic	**0**	**0**	**529,925**	**2,522,713**	**2,759,762**	**0**	**0**	**5,812,400**

FY 2027 TO FY 2031 SUMMARY BY PROJECT
REQUESTED

12/2/2025

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2027	FY2028	FY2029	FY2030	FY2031	Prior Allocation	Balance To Complete	TOTAL
Water Wastewater								
Landings Water Tower Rehabilitation	580,000							580,000
Ocean Pines Drinking Water Wells Rehabilitation	350,000	370,000	320,000	320,000	320,000			1,680,000
Ocean Pines Force Main Replacement Station N to L	200,000	1,500,000						1,700,000
Ocean Pines Wastewater Drying Beds	50,000	500,000						550,000
River Run Sewer Interconnection to Ocean Pines	100,000	2,000,000						2,100,000
Newark Transite Pipe Replacement	100,000	2,000,000						2,100,000
Newark WTP Rehabilitation	150,000	5,887,500						6,037,500
Mystic Harbour Effluent Connection to Riddle Farm Lagoon		400,000	6,100,000					6,500,000
Mystic Harbour WTP Rehabilitation		1,600,000						1,600,000
Mystic Harbor Water to Riddle Farm		2,000,000				67,765		2,067,765
Edgewater Acres PS Replacement		1,000,000				140,000		1,140,000
Assateague Point WWTP Replacement Liner		100,000	1,500,000					1,600,000
Bali-Hi Sewer Connection		50,000	75,000	1,150,000				1,275,000
River Run Replacement Liner			100,000	1,500,000				1,600,000
Mystic Harbour Effluent Disposal Expansion			150,000	3,500,000				3,650,000
Bayview Estates Sewer Connection			50,000	945,900				995,900
Hidden Harbor Sewer Connection				50,000	1,893,400			1,943,400
Total Water Wastewater	**1,530,000**	**17,407,500**	**8,295,000**	**7,465,900**	**2,213,400**	**207,765**	**0**	**37,119,565**
Solid Waste								
Landfill Gas Collection System	4,500,000					126,550		4,626,550
Landfill Cell 6 Design and Construction	8,900,000	6,100,000				1,000,000		16,000,000
Total Solid Waste	**13,400,000**	**6,100,000**	**0**	**0**	**0**	**1,126,550**	**0**	**20,626,550**
Total CIP FY2027-2031	**43,273,104**	**77,285,699**	**100,930,487**	**59,245,595**	**17,457,662**	**15,383,344**	**31,775,169**	**345,351,060**

CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS

Source of Funds	FY2027	FY2028	FY2029	FY2030	FY2031	Prior Allocation	Balance to Complete	TOTAL
General Fund								0
Water Wastewater User Fees	750,000	2,957,500	570,000	320,000	320,000	140,000		5,057,500
Solid Waste User Fees	13,400,000					1,126,550		14,526,550
Grant Funds	6,200,000	5,600,000	125,000	1,350,000	700,000	67,765		14,042,765
State Match	10,787,369	13,937,000	18,634,000	13,940,500	10,984,500	1,860,329		70,143,698
State Loan								0
Assigned Funds	10,563,235	19,194,188	12,544,386	7,879,795	4,259,762	8,862,700	631,826	63,935,892
Private Donation								0
Enterprise Bonds		6,500,000	7,600,000	2,295,900	1,193,400			17,589,300
General Bonds		17,647,011	61,457,101	29,959,400		3,050,000	31,143,343	143,256,855
Other Funding	1,572,500	11,450,000		3,500,000		276,000		16,798,500
TOTAL	**43,273,104**	**77,285,699**	**100,930,487**	**59,245,595**	**17,457,662**	**15,383,344**	**31,775,169**	**345,351,060**

CIP Project Name:	Snow Hill Library Renovations
Project Director (Name & Title):	Jennifer Ranck, Library Director
Phone Number:	410-632-2600
Project Location:	Snow Hill Library, 307 N. Washington Street, Snow Hill, MD 21863

Project Summary

This project will complete the Snow Hill Library renovations and will replace the HVAC system and ceilings. Due to increasing costs, this project could be phased. Phase One will complete the plumbing and electrical upgrades, as well as some space reallocation, and (if approved) will be completed in FY 26. Phase Two will focus on the HVAC upgrades. Planning for Phase One is 95% complete and the Library hopes to get this project underway in late Fall 2025. A new HVAC system is critical. A survey of the building systems completed in August 2025 revealed that the systems are operating poorly and are poorly designed. There is no fresh air getting into the building.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	2,257,200					2,710,867		**4,968,067**
Equipment/Furnishings						276,000		**276,000**
Other - Please Specify								**0**
TOTAL	**2,257,200**	**0**	**0**	**0**	**0**	**2,986,867**	**0**	**5,244,067**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	2,237,200					2,710,867		**4,948,067**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Riley Fund for the Snow Hill Library	20,000					276,000		**296,000**
TOTAL	**2,257,200**	**0**	**0**	**0**	**0**	**2,986,867**	**0**	**5,244,067**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
Equipment replacement should last 20-25 years.

Will this project generate revenue?
The Library generates some revenue through copy and fax service.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
The Maryland State Library Agency does have a capital grant program and has supported other library projects in Ocean City, Berlin, and currently with the new Pocomoke library. The grant program provides $7.5 million annually and is available for all 24 jurisdictions. Due to the support for the Pocomoke Library (25% of the grant allocated to a Worcester County project for the past two years), the library did not pursue funding.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:
N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No impact to personnel; operating costs should decrease with efficient equipment. If equipment requires outside vendor to support, there could be some additional maintenance costs.

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

PROJECT: Snow Hill Library Renovation	DATE: Revised June 13, 2025
LOCATION: Snow Hill, Maryland	JOB NO.: 0085B054.A01
OWNER: Worcester County	DESIGN STATUS OF ESTIMATE: Preliminary - 50%

BASE BID

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Demolition/Disposal	12,968	SF	$ 1.20	$ 15,561.60
Interior Walls	4,900	SF	$ 15.00	$ 73,500.00
New Ceiling (Lay-in)	8,300	SF	$ 7.00	$ 58,100.00
Ceramic Tile	940	SF	$ 12.50	$ 11,750.00
New Flooring - LVT	350	SF	$ 10.00	$ 3,500.00
New Flooring - Carpet Tiles	8,000	SF	$ 5.00	$ 40,000.00
Casework	1	LS	$ 15,000.00	$ 15,000.00
Exterior Doors / Hardware	11	Units	$ 2,000.00	$ 22,000.00
New Interior Doors / Hardware	22	Units	$ 1,500.00	$ 33,000.00
New Glass Walls	250	SF	$ 65.00	$ 16,250.00
Spray Foam at Roof Deck	1	LS	$ 30,000.00	$ 30,000.00
Cutting / Patching / Painting	1	LS	$ 40,000.00	$ 40,000.00
Library Shelving	400	Units	$ 690.00	$ 276,000.00
Attic Ventilation	1	LS	$ 13,000.00	$ 13,000.00
Plumbing Systems	1	LS	$ 400,000.00	$ 400,000.00
Electrical Work	1	LS	$ 690,000.00	$ 690,000.00
Minor HVAC Work	1	LS	$ 150,000.00	$ 150,000.00
New Water Lines from Street	1	LS	$ 25,000.00	$ 25,000.00
I.T. Work	1	LS	$ 135,000.00	$ 135,000.00
Security System / Video Cameras	1	LS	$ 90,000.00	$ 90,000.00
Fire Alarm	1	LS	$ 50,000.00	$ 50,000.00
SUBTOTAL				**$ 2,187,661.60**
GENERAL CONDITIONS (10%)				**$ 218,766.16**
INSURANCE / BOND (3%)				**$ 65,629.85**
CONTRACTOR OVERHEAD & PROFIT (10%)				**$ 218,766.16**
CONTINGENCY (10%)				**$ 218,766.16**
DESIGN TEAM COSTS THROUGH CONSTRUCTION				**$ 248,500.00**
TOTAL COST				**$ 3,158,089.93**

NOTES:

Does not include some library equipment, computers, or phones.

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

PROJECT:	DATE:
Snow Hill Library Renovation	Revised June 13, 2025
LOCATION:	JOB NO.:
Snow Hill, Maryland	0085B054.A01
OWNER:	DESIGN STATUS OF ESTIMATE:
Worcester County	Preliminary- 50%

ALTERNATES

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Office Addition	480	SF	$ 600.00	$ 288,000.00
Exterior Ramp / Railing	1	LS	$ 15,000.00	$ 15,000.00
Circulation Desk	1	LS	$ 38,000.00	$ 38,000.00
HVAC (System #3)	1	LS	$ 1,500,000.00	$ 1,500,000.00
Modern Controls	1	LS	$ 10,000.00	$ 10,000.00
Square D	1	LS	$ 25,000.00	$ 25,000.00
PVC Jacketing	1	LS	$ 60,000.00	$ 60,000.00
Structural for HVAC	1	LS	$ 12,500.00	$ 12,500.00
Commissioning	1	LS	$ 16,000.00	$ 16,000.00
Ceiling Modifications	8,000	SF	$ 3.00	$ 24,000.00
Gypsum Board Ceiling	300	SF	$ 9.00	$ 2,700.00
Fire Protection (Sprinkler)	1	LS	$ 160,000.00	$ 160,000.00
Fire Alarm	1	LS	$ 20,000.00	$ 20,000.00
I.T. Work	1	LS	$ 6,000.00	$ 6,000.00
Electrical Modifications	1	LS	$ 80,000.00	$ 80,000.00

SUBTOTAL - ALTERNATES	**$ 2,257,200.00**
SUBTOTAL - BASE BID (Page 1)	**$ 2,187,661.60**
SUBTOTAL BASE BIDS & ALTERNATES	**$ 4,444,861.60**
GENERAL CONDITIONS (10%)	**$ 444,486.16**
INSURANCE / BOND (3%)	**$ 133,345.85**
CONTRACTOR OVERHEAD & PROFIT (10%)	**$ 444,486.16**
CONTINGENCY (10%)	**$ 444,486.16**
DESIGN COSTS THROUGH HVAC CONSTRUCTION	**$ 25,500.00**
DESIGN TEAM COSTS (Base Bid)	**$ 248,500.00**
TOTAL COST	**$ 5,937,165.93**

NOTES:

CIP Project Name:	Countywide ERP Modernization and System Upgrade Initiative
Project Director (Name & Title):	Candace Savage, Deputy Chief Administrative Officer
Phone Number:	(410) 632-1194
Project Location:	Countywide

Project Summary

To enhance operational efficiency, data transparency, and service delivery across all county departments by implementing an integrated ERP (Enterprise Resource Planning) solution including Financial Management, Human Resources Management, and Utility modules. This initiative will unify core business functions, reduce redundancy, and support data-driven decision-making countywide. Potential benefits of the ERP upgrade may include the following.

Improve Financial Oversight and Transparency

Provide real-time access to financial data for more informed decision-making
Automate budgeting, accounting, and procurement processes to reduce manual effort
Equip department heads with intuitive dashboards and reporting tools to monitor budgets, expenditures, and financial performance

Enhance Human Resources Management and Workforce Planning

Streamline employee lifecycle management, from recruitment to retirement
Automate payroll processing and benefits administration with full audit trails
Enable employees to access and manage their own HR information through a self-service portal

Modernize Utility Billing and Customer Service Operations

Provide residents with 24/7 access to billing information and online payment options
Improve revenue collection through automated billing cycles and delinquency tracking

Enable Performance Tracking and Data-Driven Decision-Making

Centralize operational data across departments for a unified view of county performance
Deliver key performance indicators (KPIs) and trend analysis through customizable dashboards
Empower leadership with actionable insights to evaluate program effectiveness and resource allocation
Reduce reliance on manual data compilation by automating report generation and distribution

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	150,000	494,087	469,087			45,000		**1,158,174**
Land Acquisition								**0**
Site Work								**0**
Construction								**0**
Equipment/Furnishings								**0**
Other - Contractual Staff	417,375	438,244	460,156	241,582	0	198,750		**1,756,107**
TOTAL	**567,375**	**932,331**	**929,243**	**241,582**	**0**	**243,750**	**0**	**2,914,281**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	567,375	932,331	929,243	241,582		243,750		**2,914,281**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**567,375**	**932,331**	**929,243**	**241,582**	**0**	**243,750**	**0**	**2,914,281**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**405,245**	**342,662**	**269,332**	**288,185**			**1,305,424**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
The useful life of a modern ERP system is typically 15+ years, depending on system maintenance, updates, and evolving operational needs.

With proper support and upgrades, the system is expected to serve as a long-term solution for countywide operations.

Will this project generate revenue?
While the ERP system itself is not a direct revenue generator, it will:
•Improve revenue collection through more accurate billing and streamlined processes
•Reduce operational costs by eliminating redundant systems and manual tasks
•Enhance financial oversight, leading to better resource allocation and cost savings

Are there any grant funds available? No.

If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No.

Is there a Federal or State mandate related to this project? If so, please elaborate:
There may not be a direct mandate requiring an ERP upgrade, but the project supports compliance with:
•Governmental accounting and reporting standards (e.g., GAAP, GASB)
•Cybersecurity and data protection requirements
•Transparency and public access to financial and operational data
Upgrading the system ensures the county can meet these obligations more effectively and efficiently.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
Yes, there may be short-term impacts to the General Fund, including:
•Implementation costs (e.g., training, data migration, consulting)
•Temporary staffing or backfill during the transition
However, the system is expected to:
•Reduce long-term personnel costs through automation
•Lower IT maintenance expenses by consolidating outdated systems
•Improve operational efficiency, resulting in long-term savings

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities						**0**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other - Annual Increase over Current System		235,245	251,712	269,332	288,185	**1,044,474**
Other- ERP Overlap		170,000	90,950			**260,950**
EXPENDITURES						
Operating TOTAL	**0**	**405,245**	**342,662**	**269,332**	**288,185**	**1,305,424**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	405,245	342,662	269,332	288,185	1,305,424

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

Yes. The project will temporarily increase staffing needs through the addition of contractual positions to support implementation and transition activities.

Positions Added (Contractual):

•1 Human Resources Specialist

•1 Budget Specialist

•1 Staff Accountant (Treasurer's Office)

•1 IT Analyst

Total Positions Added: 4
Type: Contractual (non-permanent, project-funded)
Estimated Annual Cost: $354,375

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?
No significant change is expected. The ERP system is cloud-based, so there will be some reductions in utilities.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Yes, internal maintenance costs and external vendor agreements are expected to change significantly with the implementation of the new ERP system, particularly due to the transition to a cloud-based platform.

Cloud-Related Savings:

- Elimination of On-Premises Server Maintenance:
  Moving to the cloud removes the need for maintaining physical servers, which reduces costs related to hardware repairs, upgrades, and replacements.
- Reduced IT Labor for System Maintenance:
  Cloud hosting shifts responsibilities such as patching, backups, and system monitoring to the provider, allowing internal IT staff to focus on strategic initiatives rather than routine maintenance.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.
No.

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.
Yes, primarily for contractual staff. This could include four laptops and office phones.

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?
The could be a need for additional workstations, desks, and chairs for the contractual staff.

CIP Project Name:	Courthouse - Courtroom 4/Family Services Expansion
Project Director (Name & Title):	Administrative Judge Brian D. Shockley
Phone Number:	(410) 632-0600
Project Location:	Circuit Courthouse, Courtroom 4 and Family Services Offices

Project Summary

More than 1,100 hearings for divorce, child custody and truancy are held in Courtroom 4 each year. Attending the hearings are representatives from partner agencies including schools, probation and child protective services, along with the Magistrate, Clerk, Trust Clerk, one Bailiff, one Sheriff's Deputy, the plaintiff, defendant and counsel, child's counsel, and members of the public. According to the Worcester County Fire Marshals' Office, the capacity of this Courtroom is a maximum of 17 people seated in the gallery, 4 at the defense and plaintiff tables, and 4 on the bench. The Courtroom is an inadequate size at approximately 1,500 square feet, compared to 3,000 square feet or more in each of the other three courtrooms. The National Center for State Courts Best Practices for Court Building Security recommends keeping presentation tables a safe distance away from the bench and establishing separate courtroom entrances for judges and court staff. To access the bench in Courtroom 4, the Magistrate must walk through the Family Services conference room, causing disruption to ongoing scheduled conferences and jeopardizing her safety. Once seated at the bench, the Magistrate hearing and ruling on the cases is located only six feet from the defendant and plaintiff tables. The security risk presented by the current configuration is heightened by the fact that the types of cases heard in Courtroom 4 are often emotional and volatile and are recognized as the most dangerous cases heard by the Court.

The renovation is requested to expand the size of Courtroom 4 to provide distance between parties to the case, and also to centralize the offices and the intake/reception area of Family Services to improve public access. Currently, the office of the Forensic Child Custody evaluator is located on the Courthouse second floor, away from the rest of Family Services Staff on the first floor. The current public intake area is insufficiently sized to accommodate the more than 1,700 in-person requests for assistance annually. Like many older Courthouses in Maryland, room for expansion by the Court and Clerk's office would not be possible without removal of some existing offices including the Register of Wills and some divisions of the Clerk of Court. Approximately 2,000 additional square feet of office space will need to be allocated for some divisions of the Clerk of Court and the Register of Wills, but consolidation of some current storage space could reduce that number. Notably, the Register of Wills temporarily relocated to the third floor of the County Government Center when the HVAC was last replaced in the early 1990s.

The renovation requested will expand Courtroom 4 and Family Services offices beginning in FY 27. Funding is also requested to reconfigure and replace the HVAC cooling units in this area of the Courthouse with more efficient units. The systems are at or nearing the end of their useful life and replacing the system during construction would be less costly than doing so in the event of failure before or after construction is completed. $100,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project. $160,850 is included in a small project request to proceed to the construction bidding phase. Construction costs are estimated at between $800,000 to $1,500,000, including $225,000 to relocate approximately 2,0000 square feet for the Clerk of Court and Register of Wills offices during and after construction.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	80,425					280,425		**360,850**
Land Acquisition								**0**
Site Work								**0**
Construction	1,200,000							**1,200,000**
Equipment/Furnishings		120,000						**120,000**
Other - Please Specify								**0**
TOTAL	**1,280,425**	**120,000**	**0**	**0**	**0**	**280,425**	**0**	**1,680,850**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,280,425	120,000				280,425		**1,680,850**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,280,425**	**120,000**	**0**	**0**	**0**	**280,425**	**0**	**1,680,850**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
More than 30 years.

Will this project generate revenue?
No.

Are there any grant funds available? If so, through what agency? What is the grant deadline?
How much funding will you be requesting through the grant?
In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

September 5, 2025

Worcester County Government
Department of Public Works
6113 Timmons Road
Snow Hill, Maryland 21863

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

Re: Worcester Co. Courthouse
Courtroom No. 4 Expansion/Interior Renovations
Design and Construction Documents
Snow Hill, Maryland
DBF #: P0085B25.041

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal for architectural, structural, mechanical, electrical, plumbing, and engineering services for the above-referenced project. We understand this project will be phased to construct the office area first and Courtroom 4 second. These areas are depicted in the attached floor plan diagram. Below is a description of our services for both phases of the design:

A. FIELD WORK/EXISTING DOCUMENTATION

Our team will gather existing drawing information provided by the County and visit the site to verify and add to our existing information, mostly in the area across the hall from Courtroom 4. Gipe will also be verifying existing systems to evaluate what they are currently handling and if they can handle what is being proposed.

Lump Sum Fee: $8,500.00

B. DESIGN DEVELOPMENT WORK

Our team will provide a design for the two phases of work. Below is a list of tasks in the scope for these phases:

- Develop design options for each area
- Meet to discuss options
- Develop agreed upon option

- Meet to discuss developed option
- Provide a cost estimate and schedule based on phasing

Lump Sum Fee: $24,750.00

C. ARCHITECTURAL/STRUCTURAL CONSTRUCTION DOCUMENTS

Our team will develop the approved design for each phase. This includes details, schedules, and specifications needed to create a set of bid documents (drawings and specifications) with which we can receive public bids and agency approvals. We will update the cost estimate and provide a pre-final set, that includes all disciplines, to the County for review.

Lump Sum Fee: $49,000.00

D. MECHANICAL/ELECTRICAL/PLUMBING (MEP) DESIGN & CONSTRUCTION DOCUMENTS

The scope of work will include mechanical (including heating, ventilation, and air conditioning), electrical (including general power, metal detector, interior lighting, site lighting, fire alarm), fire protection design, and plumbing (including new restrooms tied into existing plumbing. Design phase services shall include the following:

1. Review of air, hot water, and cold-water survey provided by the County.
2. Review meeting to discuss existing systems and proposed new work options.
3. Preparation of design plans and specifications for the mechanical, electrical, and plumbing phases of work. Specifications will be prepared utilizing Gipe's standard office specifications and format. These will be detailed for public bid and agency approval.
4. Demolition and new work drawings will be in AutoCAD format.
5. Preparation of an estimate of probable cost associated with the MEP work.

Lump Sum Fee: $42,500.00

E. BID PHASE SERVICES

We will assist the County with the following during this phase:

- Attend a pre-bid meeting with interested contractors.
- Prepare addenda items prior to forwarding to County procurement.
- Assist with the bid opening and review of bids.

Lump Sum Fee: $6,500.00

F. CONSTRUCTION PHASE SERVICES

We will assist the County with the following during this phase:

- Assist with contract work.
- Review selected shop drawing submittals
- Respond to Contractor questions
- Attend pre-construction meeting and six (6) progress meetings
- Review applications for payment from the Contractor
- Perform punch list walkthrough for each phase
- Perform final inspection of the mechanical/electrical work
- Review of closeout documents, test/balance reports, and O&M manuals

Note: This scope of work will be revisited prior to construction.

Estimated Fee: $29,600.00

G. EXCLUSIONS

- Audio/Visual – IT/Communications Design
- BIM/Revit Modeling
- Public presentations
- Commissioning services
- More than one bid phase
- Air/Hot Water/Chilled Water Survey
- Alternate designs in the bid set
- Emergency generator design
- Energy modeling
- Fire pump design
- Security system design
- Valve Engineering

G. FEE SUMMARY

A. Field Work/Existing Documentation	$8,500.00
B. Design Development Work	$24,750.00
C. Construction Documents	$49,000.00
D. MEP Design & Construction Documents	$42,500.00
E. Bid Phase Services	$6,500.00
F. Construction Phase Services	$29,600.00
Total Lump Sum and Estimated Fees Items A-E:	**$160,850.00**

Billing for our services will be submitted monthly based on the percentage of work completed in the previous month, in accordance with Schedule of Rates No. 50. Payment terms shall be in accordance with the attached City of Salisbury agreement and Worcester County's Standard Terms and Conditions attached.

This proposal is valid for a period of thirty (30) days. If you find the proposal acceptable, please sign below and on the attached agreement, and forward it via email to mwh@dbfinc.com. We will proceed with our work based on the receipt of the signed documents.

We appreciate the opportunity to continuing working with Worcester County and look forward to participating in this project. Should you have any questions or need additional information, please do not hesitate to contact me at (410) 543-9091 or at the email noted above.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.

Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures

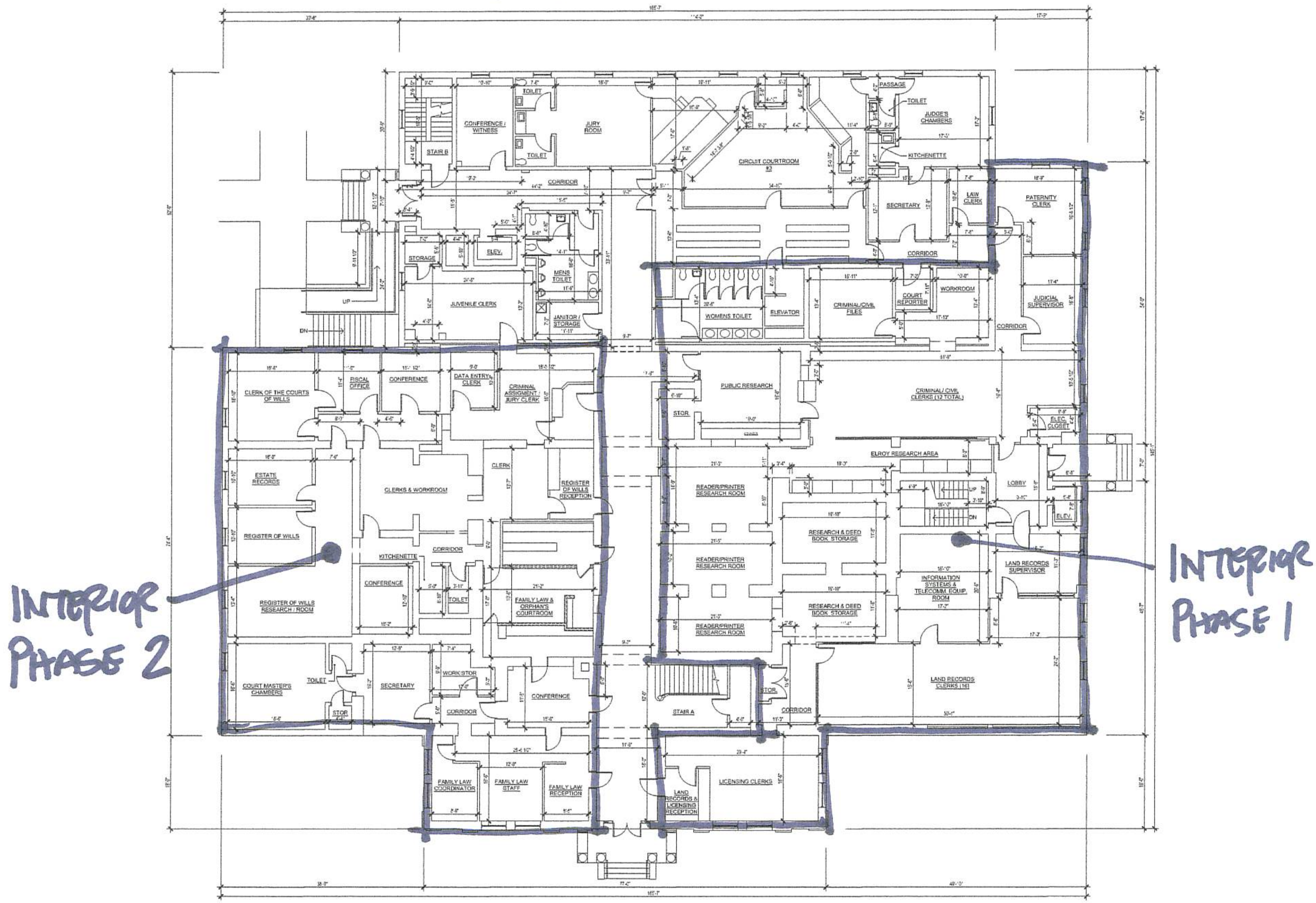
_____

Client Signature Date

_____

Printed Name

INTERIOR RENOVATIONS



A1 **FLOOR PLAN - EXISTING CONDITIONS**
1/8" = 1'-0"

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS · ENGINEERS · SURVEYORS

WORCESTER COUNTY COURTHOUSE
RENOVATIONS
1 WEST MARKET STREET, SNOW HILL, MARYLAND

DATE	COMMENTS

Date:	APRIL 10, 2024
Scale:	AS NOTED
Dwn.By:	EHC
Proj.No.:	0065B052.A01

EXISTING CONDITIONS FLOOR PLAN

Dwg.No.: **EXG-1**

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50
Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	**$230.00**
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	**$195.00**
Architect, Landscape Architect, Engineer, Surveyor	**$155.00**
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	**$160.00**
Manager: Architecture, Landscape Architecture, Engineering, Surveying	**$140.00**
Senior Environmental Specialist	**$160.00**
Environmental Specialist	**$130.00**
Construction Administrator	**$145.00**
Senior Designer	**$150.00**
Designer	**$130.00**
GIS Specialist	**$140.00**
Computer Graphics Designer	**$115.00**
CAD I	**$115.00**
CAD II	**$100.00**
1 Person Survey Crew	**$150.00**
2 Person Survey Crew	**$190.00**
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	**$230.00**
Resident Project Representative	**$110.00**
Computer Administrator	**$110.00**
Administrative Support	**$90.00**
Travel	**$0.655/mile**
Direct Expense	**Cost + 10%**
UAV Equipment Charge	**$100/mission**
Prints (In-house Reproduction)	**$3.50/sheet**
Overtime	**(1.5xHourly Rate)**
24x36 Mounted Prints	**$90 (First Board)/ $40 (Additional Boards from the Same Order)**

CIP Project Name:	Courthouse - Washington Street Entrance
Project Director (Name & Title):	Administrative Judge Brian D. Shockley
Phone Number:	(410) 632-0600
Project Location:	Main Courthouse Entrance at Washington Street

Project Summary

To enhance public safety, the entrance of the Courthouse at Washington Street will be expanded to allow Sheriff's Deputies to better control the flow of traffic into the Courthouse while screening individuals through the magnetometer and x-ray machine. According to a 2023 security review conducted by the Maryland Administrative Office of the Courts (AOC) Office of Security Administration, the portico outside the entrance should be enclosed giving the Deputies a larger space to screen individuals quickly and efficiently. During jury trials, more than 80 jurors can be summoned to the Courthouse, entering at the same time as attorneys, witnesses, staff, and members of the public. The entrance is also used by members of the public to access the services of the Clerk of Court and Register of Wills. Currently, individuals walk into the building and pass an interior door leading to the basement Jury assembly room before entering the deputy screening area with magnetometer and x-ray machine. After security screening, individuals must then proceed either to the elevator on the side of the screening area or go back through the magnetometer and x-ray machine to the interior basement door. The renovation requested will create an additional 672 square feet of enclosed space to move the screening area forward in front of the basement door and the elevator, bring the Courthouse entrance parallel to the County Government Center entrance, and relocate the wheelchair ramp to connect it to the sidewalk leading to accessible parking. The existing configuration is inefficient and constitutes a serious security risk in that it creates a backlog of unscreened people (potential bad-actors and targets) and prevents their safe, orderly and efficient screening and entry.

$50,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project. $116,500 is included for FY 27 in a small project request to proceed to the construction bidding phase, and $671,936 is requested for construction.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						216,500		**216,500**
Land Acquisition								**0**
Site Work								**0**
Construction	671,936							**671,936**
Equipment/Furnishings		67,194						**67,194**
Other - Please Specify								**0**
TOTAL	**671,936**	**67,194**	**0**	**0**	**0**	**216,500**	**0**	**955,630**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	671,936	67,194				216,500		**955,630**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**671,936**	**67,194**	**0**	**0**	**0**	**216,500**	**0**	**955,630**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30 years or longer.

Will this project generate revenue? No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? No.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

September 2, 2025

Worcester County Government
Department of Public Works
6113 Timmons Road
Snow Hill, Maryland 21863

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

Re: Architectural and Engineering Services
Design and Construction Documents
New Vestibule – Worcester County Courthouse
DBF #: 0085B051.A01

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal to provide architectural and engineering services for the above-referenced project. This includes architectural, structural, civil, mechanical, and electrical engineering design. Our team will develop construction documents suitable for receiving agency approvals and public bids. Below is a breakdown of the scope of work we are anticipating for this project.

A. BOUNDARY AND TOPOGRAPHIC SURVEY

Our office will perform the necessary field and office work to compile a boundary, topographic, and utility survey of the project site, including the area from the side of the courthouse to Washington Street. We will also perform the field survey work necessary to locate all aboveground features including buildings, sidewalks, landscaping, etc., as well as above ground and accessible below grade utilities. Also included, we will subcontract a private utility locator company to locate utilities within the project area.

Lump Sum Fee: $6,900.00

B. GEOTECHNICAL INVESTIGATION

We will perform survey services for locating soil borings which will be needed to determine soil types and groundwater depths for design of the building's foundation. We will also coordinate the performance of these borings with a geotechnical subconsultant of your choice. The following fee includes the performance of the geotechnical services by the subconsultant.

Lump Sum Fee: $5,500.00

C. UTILITY SURVEY

We will work with the County and a consultant to locate underground utilities in this area. We will produce a utility survey for this area of the site.

Lump Sum Fee: $6,000.00

D. CIVIL DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Following the concept approval of the site plan by the County, we will prepare construction documents which will include revised sidewalk layouts, site grading and drainage, landscaping, erosion and sediment control, and demolition. We anticipate the total limit of disturbance to be below 5,000 SF. Therefore, no stormwater management will be required. A separate proposal will be provided if the County determines stormwater management is required.

Lump Sum Fee: $27,000.00

E. ARCHITECTURAL/STRUCTURAL DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

We will prepare preliminary plans, elevations, and details based on the approved plan and 3D rendering. These will include all dimensions and building materials and will be submitted to the County for review. Upon approval of these we will distribute to our structural and MEP teams. Our team will develop the necessary plans, details, and specifications needed for public bid and agency approval.

Lump Sum Fee: $29,500.00

F. MECHANICAL AND ELECTRICAL DESIGN & CONSTRUCTION DOCUMENTS

The scope of work will include mechanical (including heating, ventilation, and air conditioning), electrical (including general power, metal detector, interior lighting, site lighting, fire alarm), and fire protection system design. Design phase services shall include the following:

1. Air conditioning served from the existing chilled water system.
2. Field investigations which may be necessary for the mechanical and electrical phases of work. Investigations will be based on visual observations and review of existing building drawings provided by the Owner.
3. Preparation of the design plans and specifications for the mechanical and electrical phases of work. Specifications will be prepared utilizing Gipe standard office specifications and format.

4. Demolition and new work drawings in AutoCAD format.
5. Preparation of an estimate of probable cost associated with the work we design.

Lump Sum Fee: $16,500.00

Note: This fee assumes that the existing chilled water plant can support air conditioning in this area.

G. BID PHASE SERVICES

We will assist the County with the following during this phase:

1. Attend a pre-bid meeting with interested contractors.
2. Prepare addenda items as needed prior to bidding.
3. Assist with the bid opening and review of bids.

Lump Sum Fee: $5,500.00

H. CONSTRUCTION ADMINISTRATION SERVICES

We will assist the County with the following during this phase:

1. Review selected shop drawing submittals
2. Respond to Contractor questions
3. Attend pre-construction meeting and six (6) progress meetings
4. Review applications for payment from the Contractor.
5. Perform punch list walkthrough
6. Perform final inspection of the mechanical/electrical work
7. Review of close-out documents, test/balance reports and O&M manuals.

Note: This scope of work will be revisited prior to construction.

Estimated Fee: $19,600.00

I. EXCLUSIONS

1. Redesign of the approved addition
2. Audio/visual systems
3. BIM/Revit modeling
4. LEED tracking or certification
5. Public presentations
6. Design or re-routing of underground utilities

J. FEE SUMMARY

A. Boundary and Topographic Survey	$6,900.00
B. Geotechnical Investigation	$5,500.00
C. Utility Survey	$6,000.00
D. Civil Design Development & Construction Documents	$27,000.00
E. Architectural/Structural Design Development & Construction Documents	$29,500.00
F. Mechanical/Electrical Design & Construction Documents	$16,500.00
G. Bid Phase Services	$5,500.00
H. Construction Administration Services	$19,600.00
Total Lump Sum Fees Items A-G:	**$116,500.00**

Billing for our services will be submitted monthly based on the percentage of work completed in the previous month in accordance with Schedule of Rates No. 50. Payment terms shall be in accordance with Worcester County's Standard Terms and Conditions attached.

This proposal is valid for a period of thirty (30) days. If you find the proposal acceptable, please sign below and on the attached agreement, and forward it vis email to mwh@dbfinc.com. We will proceed with our work based on the receipt of the signed documents.

We appreciate the opportunity to be of continued service to Worcester County and look forward to participating in this project. Should you have any questions or need additional information, please do not hesitate to contact me at (410) 543-9091 or at the email noted above.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.

Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures: Schedule of Rates No. 50
City of Salisbury On-Call Agreement
Worcester County Terms and Conditions

_____
Client Signature Date

_____
Printed Name

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50
Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	**$230.00**
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	**$195.00**
Architect, Landscape Architect, Engineer, Surveyor	**$155.00**
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	**$160.00**
Manager: Architecture, Landscape Architecture, Engineering, Surveying	**$140.00**
Senior Environmental Specialist	**$160.00**
Environmental Specialist	**$130.00**
Construction Administrator	**$145.00**
Senior Designer	**$150.00**
Designer	**$130.00**
GIS Specialist	**$140.00**
Computer Graphics Designer	**$115.00**
CAD I	**$115.00**
CAD II	**$100.00**
1 Person Survey Crew	**$150.00**
2 Person Survey Crew	**$190.00**
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	**$230.00**
Resident Project Representative	**$110.00**
Computer Administrator	**$110.00**
Administrative Support	**$90.00**
Travel	**$0.655/mile**
Direct Expense	**Cost + 10%**
UAV Equipment Charge	**$100/mission**
Prints (In-house Reproduction)	**$3.50/sheet**
Overtime	**(1.5xHourly Rate)**
24x36 Mounted Prints	**$90 (First Board)/ $40 (Additional Boards from the Same Order)**

CIP Project Name:	Recycle Building Expansion
Project Director (Name & Title):	David Candy, Superintendent, Solid Waste
Phone Number:	410-632-3177
Project Location:	Central Site Landfill, Newark MD

Project Summary

The Recycling team would like to expand the building in order to add another sorting line and much needed storage space. At this time, we store bi-metal, aluminum and plastic outside. Since we have started recycling mattresses, we have had to use up much needed floor space indoors to accommodate them. Bailed plastic, cardboard and paper are stored indoors until a full tractor trailer load is achieved. Again, utilizing valuable floor space.

With the rise in on-line ordering, cardboard recycling has increased tremendously. An additional line would allow us to keep up with processing this material as well as others when needed.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction			2,000,000					**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify STUDY	30,000							**30,000**
TOTAL	**30,000**	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**2,130,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	30,000	100,000	2,000,000					**2,130,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**30,000**	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**2,130,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**693,972**	**193,972**			**887,944**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

Will this project generate revenue?

Yes, we are able to sell the bailed materials.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Yes. We would need to hire 4 additional Recycle employees; utilities would double our current and it would require additional fire alarms and sprinkler system maintenance.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
Recycle Worker 1				37,315	37,315	**74,630**
Recycle Worker 1				37,315	37,315	**74,630**
Recycle Worker 3				41,121	41,121	**82,242**
Recycle Worker 3				41,121	41,121	**82,242**
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**156,872**	**156,872**	**313,744**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities ELECTRIC				36,000	36,000	**72,000**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm				1,100	1,100	**2,200**
Internet						**0**
Vehicle Expense						**0**
Other						**0**
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**0**	**37,100**	**37,100**	**74,200**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
1 Loader				400,000		**400,000**
1 Skid Steer				100,000		**100,000**
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**500,000**	**0**	**500,000**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	0	0	693,972	193,972	887,944

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

Yes, 4 full-time employees

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Increase Electric and gas.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Additional Fire alarm monitoring and Annual Testing

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.

Yes. With the building addition and equipment, insurance will increase.

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.

Possible computer for new equipment.

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

There will be a one-time increase for the additional equipment such as compactor and bailer.

CIP Project Name:	Health Department and 50 Plus Center Pocomoke Service Building Replacement
Project Director (Name & Title):	Michael Hutchinson, Maintenance Superintendent/Bill Bradshaw, County Engineer
Phone Number:	410-632-3766/410-632-1200 x1150
Project Location:	400 Walnut Street, Pocomoke City

Project Summary

This project is for replacement of the existing building at the same address. The existing building was constructed in 1949/1950. This update is based on a schematic building design completed by DBF Architects & Engineers in 2025 (report attached), Health Department representatives, 50 Plus Department representatives and County Public Works. This schematic plan is based on considerations of the current operations, space planning and ancillary requirements for a new 13,500 SF building. The building plan will have one wing for Health Department and a second wing for the 50 Plus Center. The schematic design reports includes proposed floor plans and renderings for the building. The schematic design results is an increase in construction cost estimate of $800k.

The primary purpose of this capital improvement plan is to ensure the safety, usability, and longevity of the facility by replacing the outdated structure with a new, code-compliant building. The new building will meet all current regulations, including fire safety, accessibility (ADA), structural integrity, and energy efficiency standards. Additionally, the project aims to: 1. **Enhance Safety:** Address critical safety concerns related to the building's deteriorated condition, ensuring the well-being of all occupants. 2. **Improve Functionality:** Provide a modern facility that meets the operational needs of its users, supporting current and future activities effectively. 3. **Ensure Compliance:** Bring the facility up to code, eliminating legal liabilities and ensuring adherence to local, state, and federal regulations. 4. **Optimize Energy Efficiency:** Incorporate energy-efficient systems and materials to reduce operating costs and environmental impact. 5. **Support Community and Economic Growth:** The new building will serve as a vital asset to the community, potentially attracting investment, improving public services, and contributing to local economic development. This capital improvement plan is a critical investment in the future of the facility and the Pocomoke community it serves, ensuring it remains a safe, functional, and valuable asset for years to come.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						704,500		**704,500**
Land Acquisition								**0**
Site Work								**0**
Construction		6,470,523	2,156,841					**8,627,364**
Equipment/Furnishings		230,000	555,000					**785,000**
Other - Please Specify								**0**
TOTAL	**0**	**6,700,523**	**2,711,841**	**0**	**0**	**704,500**	**0**	**10,116,864**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds		6,700,523	2,711,841			704,500		**10,116,864**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**6,700,523**	**2,711,841**	**0**	**0**	**704,500**	**0**	**10,116,864**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**66,438**	**66,438**	**66,438**	**66,438**			**265,752**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 50 years

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Currently none. 50 Plus Center section would solicit State and foundation grants and donor contributions.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? None identified.

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Yes building operation and maintenance expenses are estimated.

CIP Operating Impact Projections

Project: Pocomoke HD & 50 Plus Service Bldg Replacement

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities		28,602	28,602	28,602	28,602	**114,408**
Telephone		5,646	5,646	5,646	5,646	**22,584**
Custodial		250	250	250	250	**1,000**
Cleaning		18,518	18,518	18,518	18,518	**74,072**
Maintenance Repairs		7,800	7,800	7,800	7,800	**31,200**
Refuse		20	20	20	20	**80**
Fire/Security Alarm		725	725	725	725	**2,900**
Internet		4,277	4,277	4,277	4,277	**17,108**
Vehicle Expense						**0**
Other		600	600	600	600	**2,400**
						0
EXPENDITURES						
Operating TOTAL	**0**	**66,438**	**66,438**	**66,438**	**66,438**	**265,752**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	66,438	66,438	66,438	66,438	265,752

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

There is an opportunity for increasing services to constituents in or around the Pocomoke area, the exact volume is yet to be determined, based on the footprint of the building. There is also an opportunity to expand service delivery with our partners, but this remains to be determined. This information will assist in determining the increase in staff. There would be no change in the staff of the WorCOA 50plus Center.

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

The project would decrease the utility costs by updating and utilizing energy efficient units.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

The project would decrease the maintenance costs because the systems and units would be new and would not be past their usable life.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.

Insurance costs will likely increase dur to higher value asset.

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.
The cost of telephones, copiers, computers and hardware should remain the same and not increase.

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?
There will be a need for one time purchase of furniture.

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS

Gipe Associates, Inc.
CONSULTING ENGINEERS

POCOMOKE SERVICE CENTER
FEASIBILITY STUDY FOR A NEW FACILITY
4th &WALNUT STREETS
POCOMOKE CITY, MARYLAND

DESIGN NARRATIVES

SCHEMATIC DESIGN

ESTIMATED COSTS

AUGUST 2025

DBF #0085B056.B01

www.dbfinc.com

Davis, Bowen & Friedel, Inc.
601 E. Main Street
Salisbury, Maryland 21804

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8719 Brooks Drive
Easton, Maryland 21601

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

August 14, 2025

Mr. William Bradshaw, P.E.
County Engineer, Building Administrator
Development Review and Permitting
Worcester County Government
1 West Market Street, Room 1201
Snow Hill, MD 21863

Reference: Schematic Design and Estimated Costs
New Pocomoke Service Facility

Dear Bill:

Davis, Bowen & Friedel, Inc. (DBF) and Gipe Associates are pleased to present this Schematic Design for the proposed new facility for Worcester County located at 400-A Walnut Street in Pocomoke City.

Based on the assessment prepared in 2024 and design meetings held earlier this year, we have proposed a schematic design for the new facility along with proposed costs for its construction. This design meets the target size discussed, between 13,000 and 14,000 square feet, and will continue to house a 50 Plus Center and the County Health Department.

This design is a work in progress and will serve as a starting point for design development and construction documents if the County agrees to move forward with this project.

Please reach out to me directly with any questions regarding this report.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

Michael Wheedleton, AIA
Principal - Senior Architect

Table of Contents

POCOMOKE SERVICE CENTER
NEW FACILITY
WALNUT STREET
POCOMOKE CITY, MARYLAND

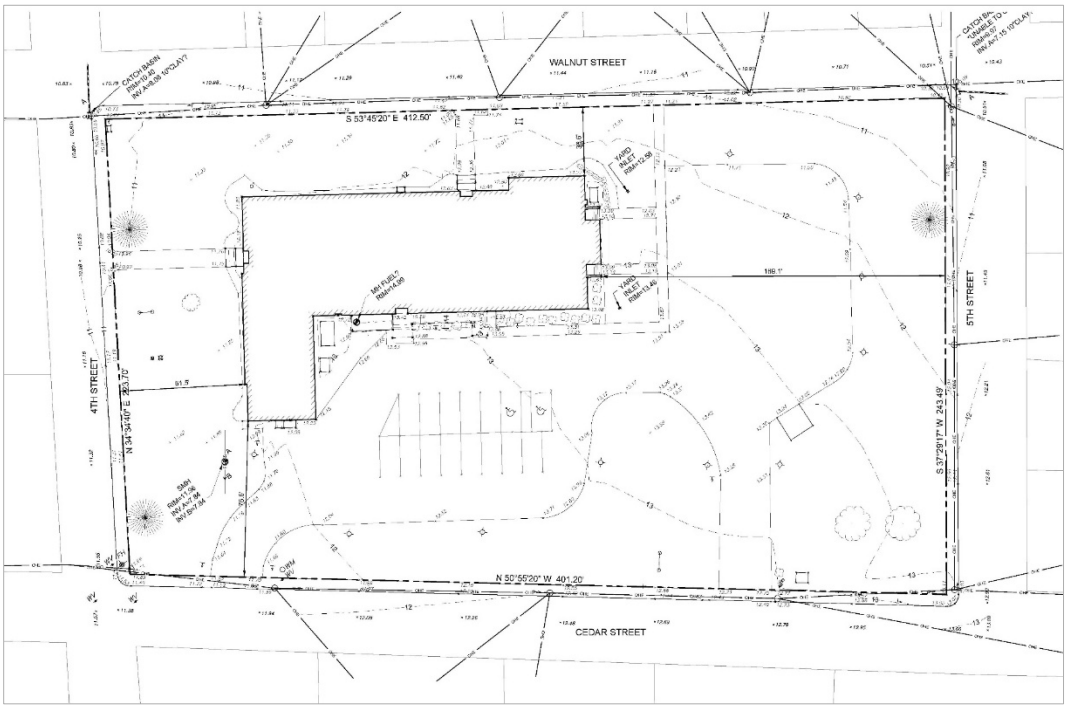
INTRODUCTION

In June 2024, Davis, Bowen & Friedel, Inc. (DBF) and Gipe Associates, Inc. (Gipe) submitted a Facility Condition Assessment on the existing facility located at this site. A copy of this assessment will be sent in electronic format along with this report.

As noted in the assessment, our team recommended that the existing facility be replaced. To briefly summarize, the reasons for this replacement are due to the age of mechanical / electrical systems, especially piping and underground infrastructure. Also, the building was constructed as an educational building in 1947, well before modern building codes, notably fire protection and accessibility codes. For these reasons mainly, along with replacement was recommended.

It was decided during the initial design meetings on this project that the existing building would be demolished and not kept while the new one was being constructed, as the options are very limited on the site if this building were to remain. This is evident in an example of a layout keeping the existing building in this report. Currently, the 50 Plus Center and the Health Department occupy this facility and the plan is that they will continue as the tenants for the new facility. They will relocate to other facilities in town until the new facility is complete.

Existing Site Plan



SCHEMATIC DESIGN

As noted, the existing building will be demolished, and the new facility is proposed to be constructed in generally the same area. This strategy keeps the entries off Cedar Street intact and the parking areas can be used and modified to meet the capacity and requirements of the new facility.

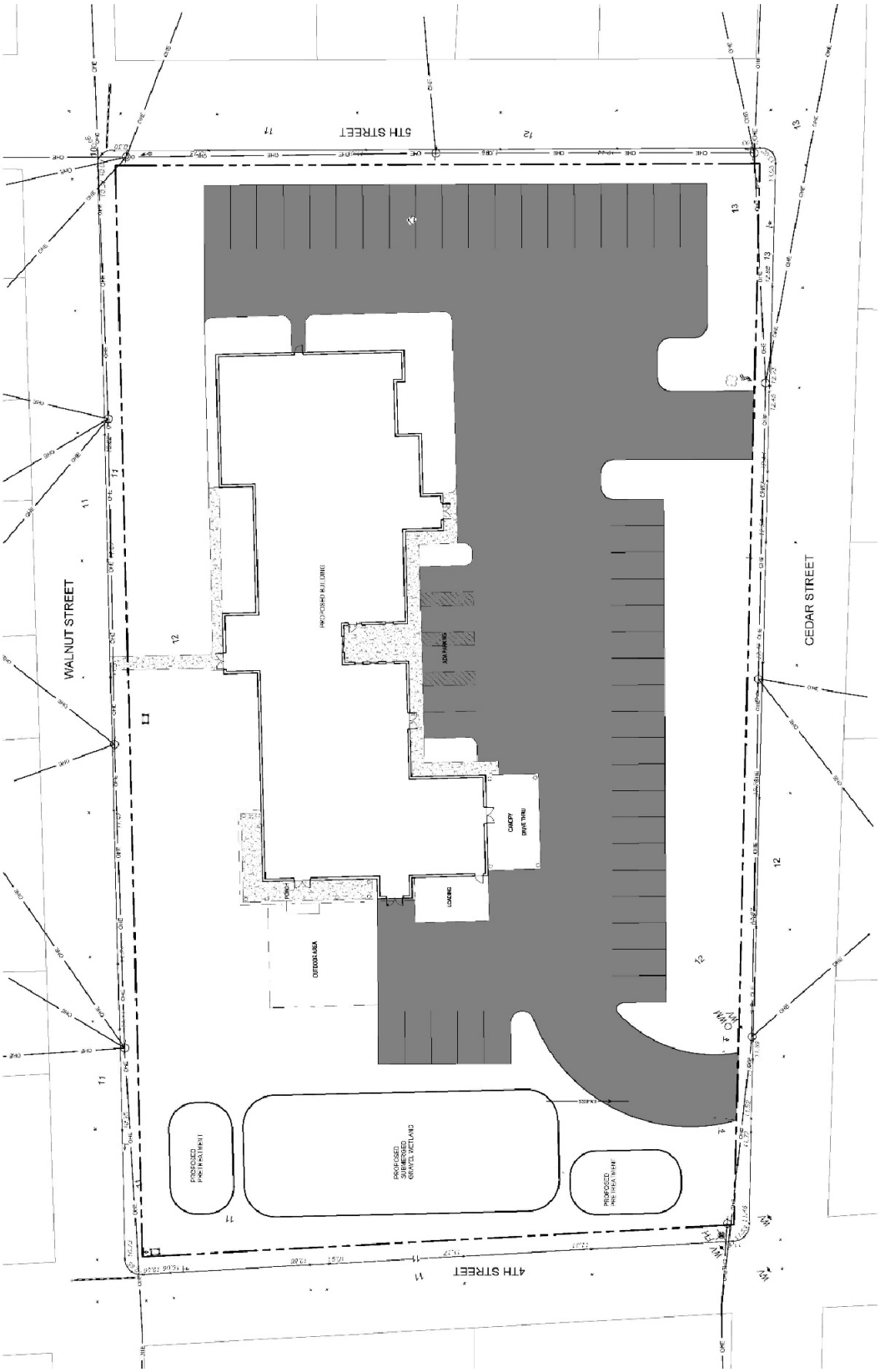
Civil / Site Engineering

The following items were starting points to begin the site planning / civil engineering for the new facility:

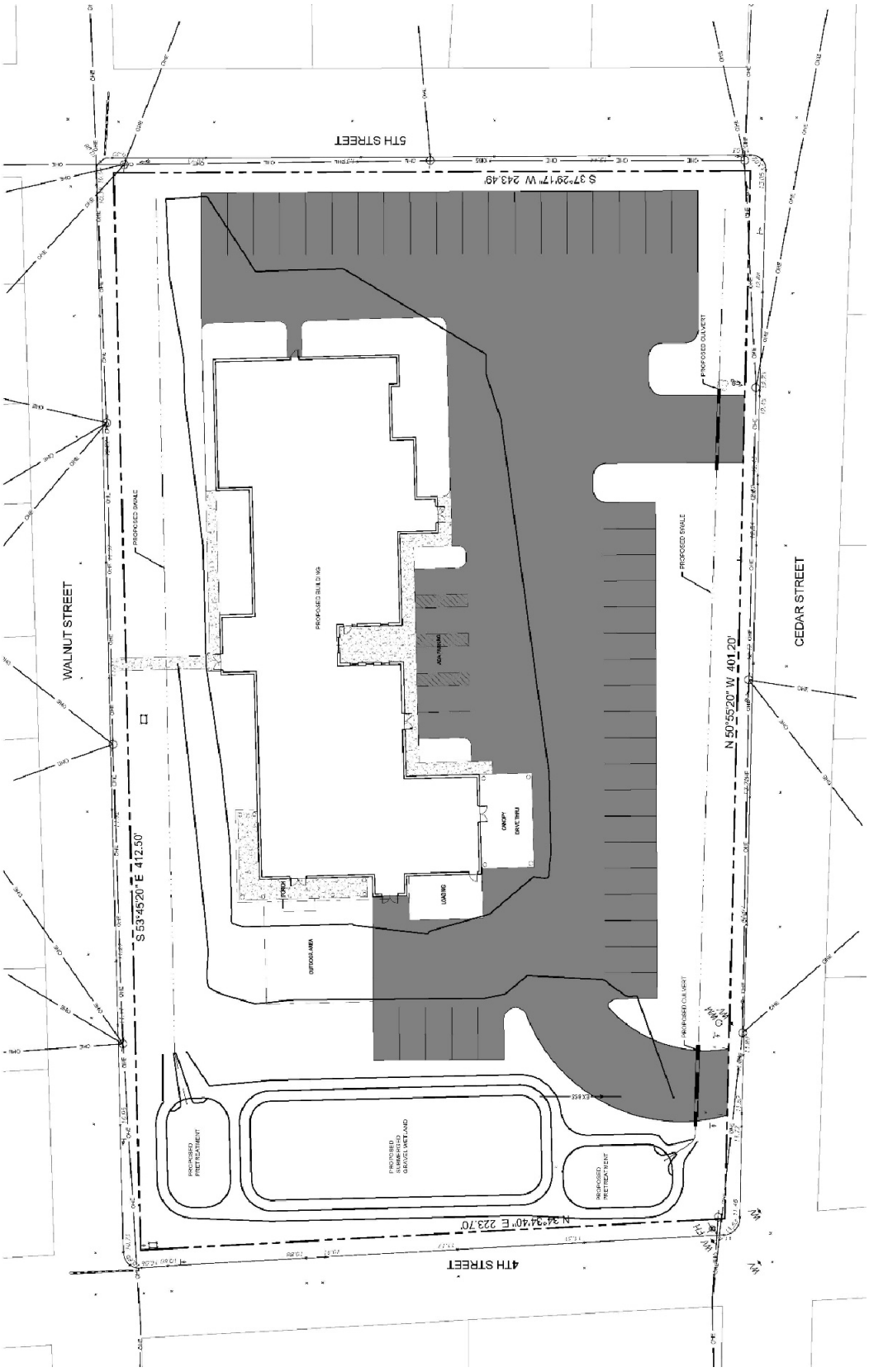
- The existing entries off Cedar Street will remain and no new entries are planned.
- The existing underground infrastructure will be removed back to where it enters the site off Cedar Street due to the deterioration of the piping and valves. Keeping the new facility in the same location will also allow us to use the same tie-in points for utilities located under Cedar Street.
- The parking lot will remain and be modified as needed for the new facility.
- Stormwater areas are currently proposed on the 4th Street side of the site. The size and configuration of these areas will be confirmed during the next stages of design.

The following pages depict the existing site and proposed parking lot and stormwater collection areas in conceptual form.

Proposed Preliminary Site Plan



Stormwater and Grading Plan



Architectural

Initial Design

The current occupants (50 Plus and the Health Department) will remain as the tenants for the new facility as of the date of this report.

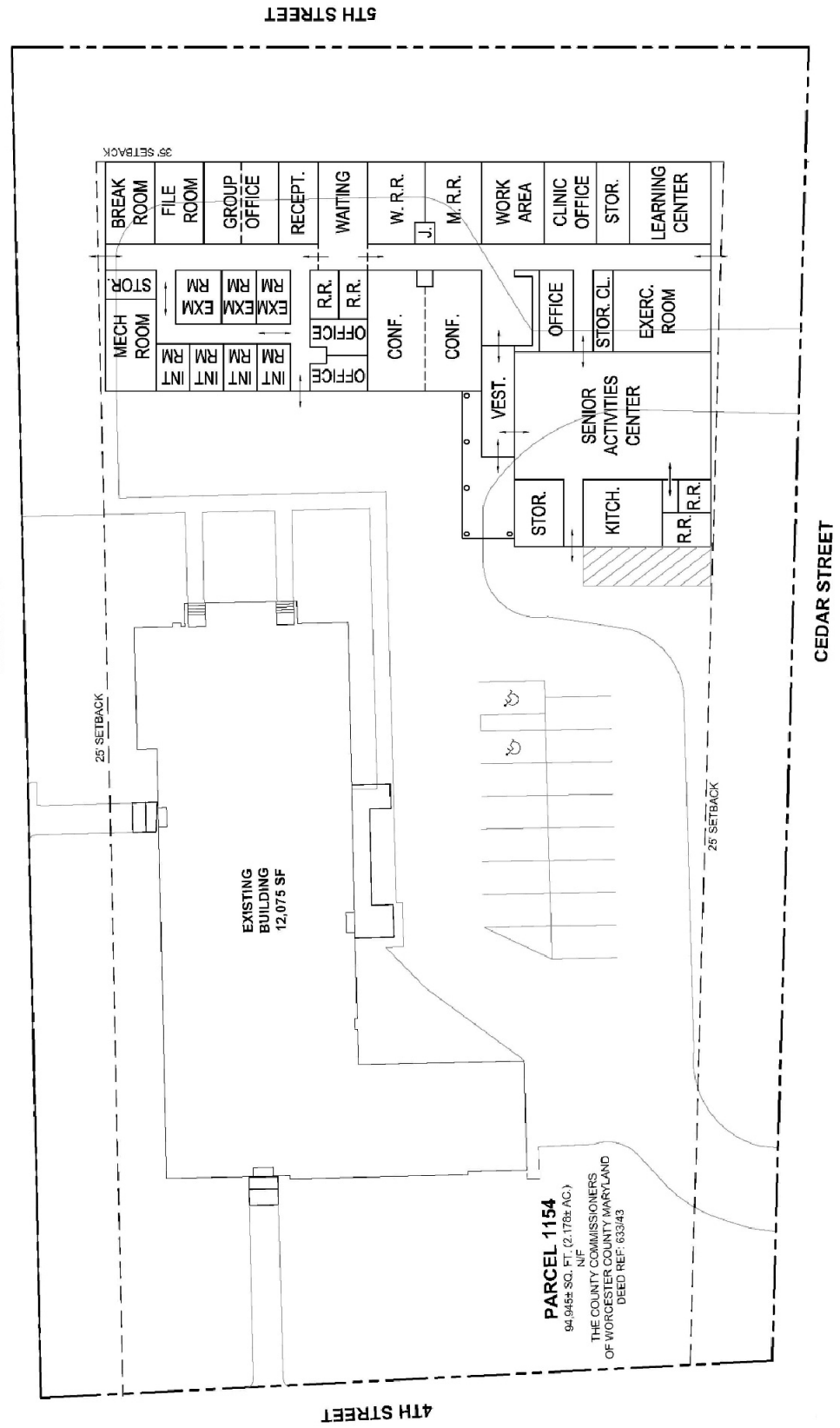
The initial due diligence work for the new building included the development a building program to determine the desired spaces in the new building; their size and required adjacencies. As noted, this building was built as a school in 1947 and is very lacking in fire protection, accessibility, and other codes. Also, it was not programmed to house its current use and the first thing to do was to find out what spaces are missing from the 50 Plus Center and the Health Department in the existing facility.

Included in the appendix of this report is the current program noting the existing and proposed spaces in the building. This program will continue to be a work in progress as the design is developed.

With the initial program drafted, layout options were created and presented to the County at 2 meetings. At the April 2025 meeting, it was decided that the existing building should be demolished. The 50 Plus and the Health Department will need to move to a temporary location during construction of the new building. The architect was also given a tour of the Snow Hill Health Department to see interview rooms, training rooms, training kitchen, and other areas that will be located in the new Pocomoke facility.

The following page depicts one of the options presented at the April 2025 meeting.

Schematic Option with Existing Building Remaining



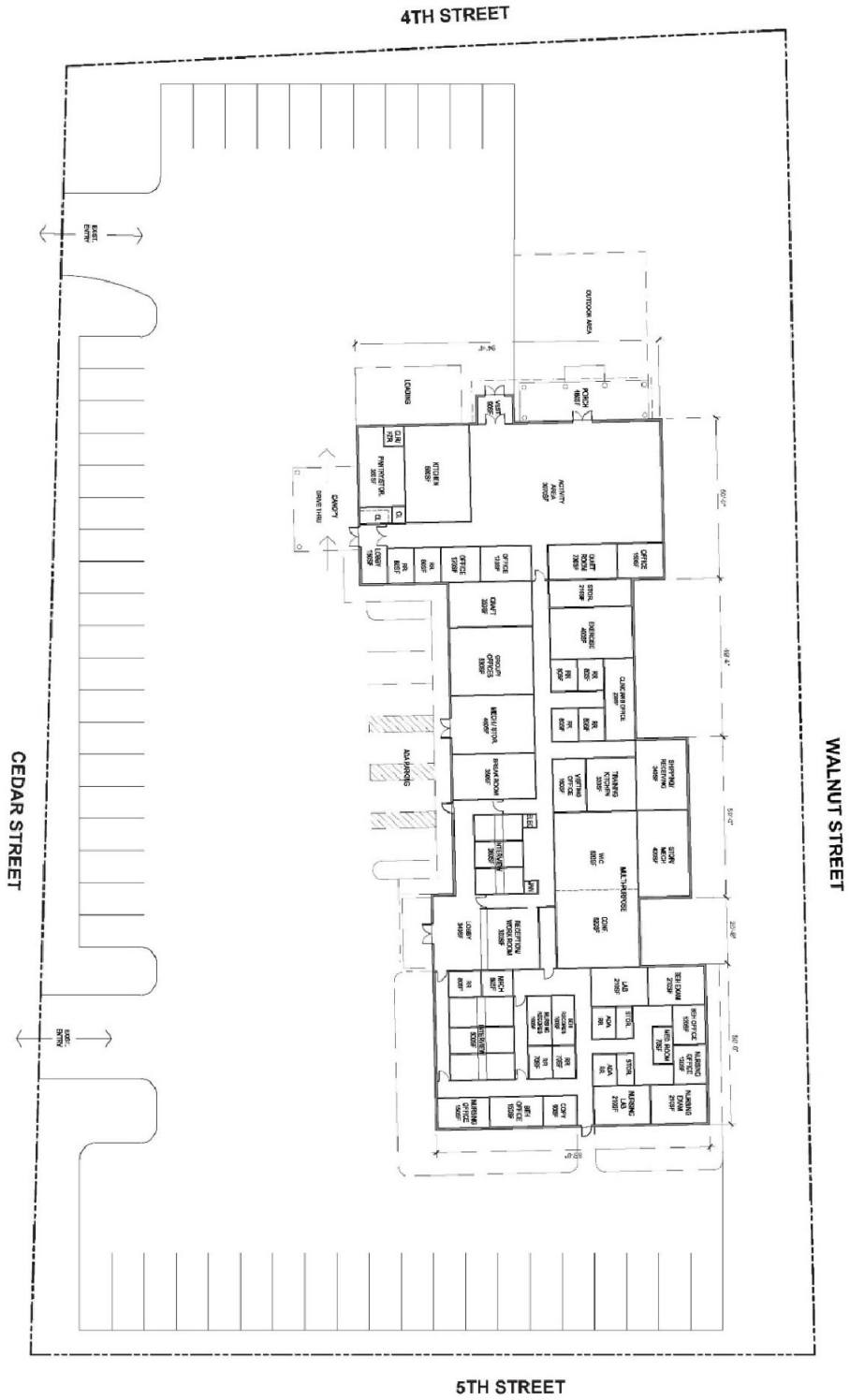
Given the comments received from all parties at the April 2025 meeting, most importantly demolishing the existing building, new conceptual design options were developed. Those were presented and reviewed at a meeting on June 25, 2025.

At this meeting, it was noted that the new building should have 2 distinct areas, visible from the exterior with separate entries. It was also noted that the 50 Plus area should have an additional area for quiet activities, a separate craft room, and a smaller kitchen used for warming food that will be brought in from elsewhere as well as an outdoor porch and activity area. The Health Department layout was revised to include interview rooms near the entry as well as having lab/exam areas, both similar in layout and function to those at the Snow Hill facility. Given these comments, a concept was agreed upon with which to move forward.

The building program / space information was discussed at length and program document revised. Copies of the preliminary and current program are included in the appendix of this report. The site and building layout, along with the program, will continue to be a work in progress through the design development phase if this project moves forward.

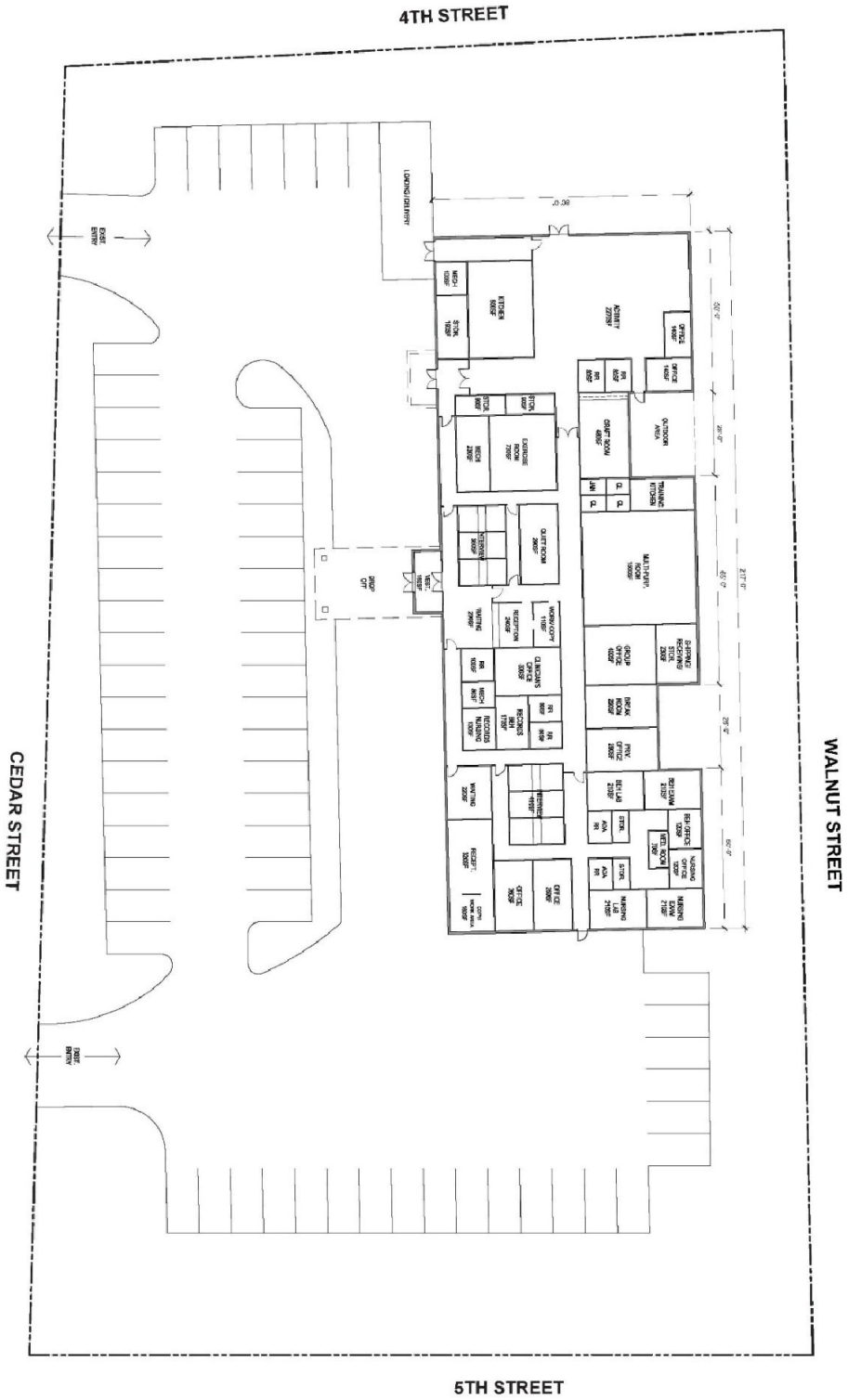
JUNE 2025 MEETING

Schematic Option with Existing Building Removed



JUNE 2025 MEETING

Schematic Option with Existing Building Removed



Current Schematic Design

The following pages depict the floor plan along with building images that will serve as the starting point for the design of the new building. The floor plan depicts the two distinct areas noted earlier. These areas will continue to be modified as the design is developed to meet user needs and code requirements.

This floor plan reflects the comments received from both the 50 Plus and Health Department representatives as well as from Public Works and County Administration.

The goal is to try and keep the proposed square footage between 13,000 and 14,000 square feet by utilizing multi-purpose areas where possible in both departments.

The following are key points related to the initial design and discussed at the meetings held. These ideas are part of the current design and, with others yet to be learned, will be included in the design development of the facility.

- Building design characteristics reflect residential design with the use of dormers, gabled roofs and building materials such as siding and shingles to match surrounding residential properties.

- The building should have 2 distinct areas for 50 Plus and the Health Department, each with distinct entries.

- Accessibility and drop-off points at the facility are important for both tenants.

- The 50 Plus Center should contain new spaces such as a craft room, quiet reading room, and larger restrooms so that patrons can receive assistance if needed.

- A ‘front porch’ is also being proposed along with an outdoor area for the 50 Plus Center.

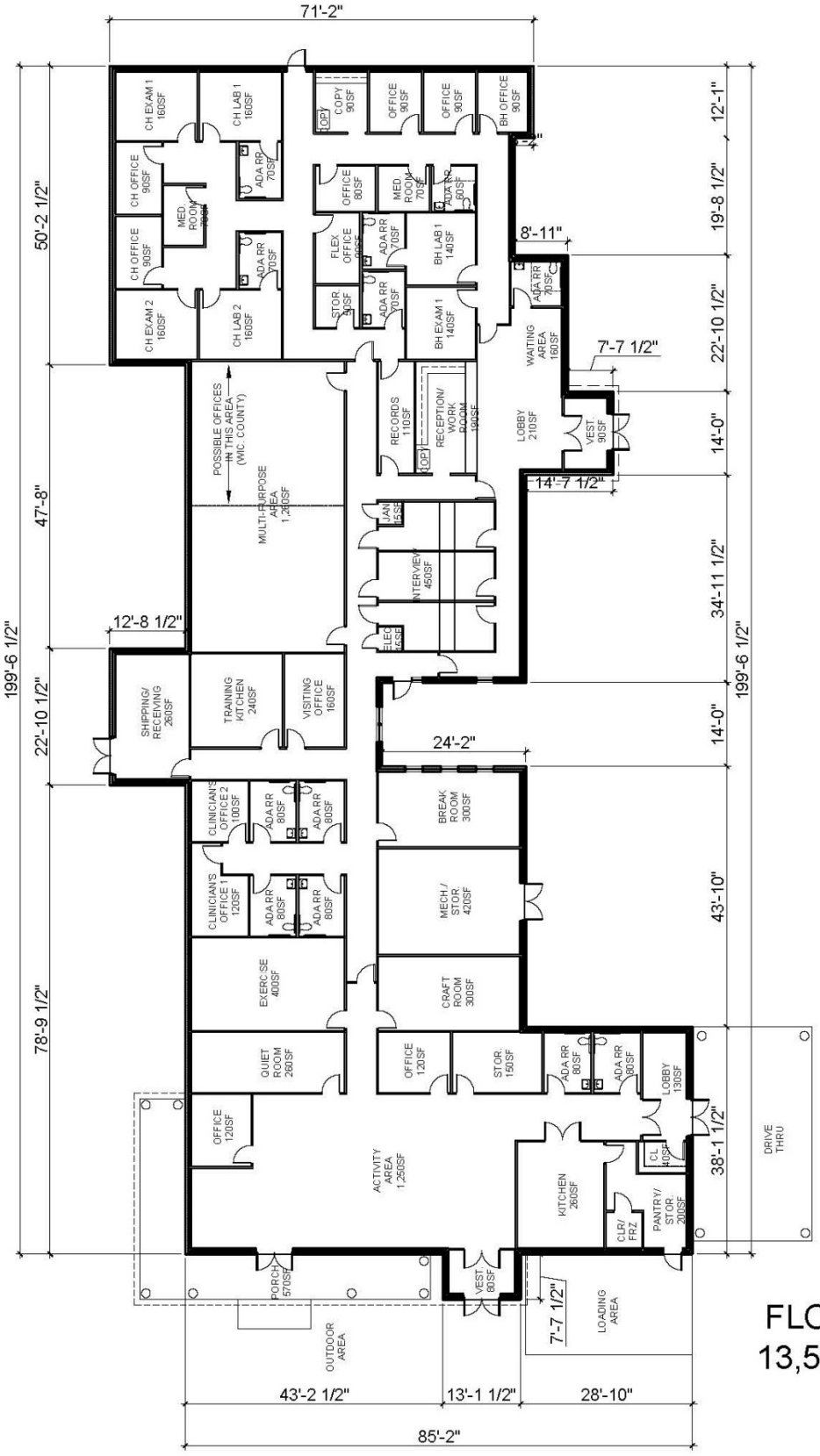
- The Health Department should take clues from the Snow Hill facility, notably the interview rooms, secure reception area, and exam room/lab areas.

- The use of the large multi-purpose area as group office space as well as a classroom/training room will help use space efficiently and not leave vacant space that is left unused.

As with the rooms in the floor plan, the images shown will continue to be developed with respect to color, trim detail, window placement and configuration, and other items if this project moves forward.

As noted earlier, the renderings of the building depict a residential style design that fits well in the surrounding neighborhood. The next step is to develop this floor plan and create construction documents for the building and the site.

Current Schematic Floor Plan



FLOOR PLAN
13,510 SQ. FT.

Current Design Renderings

MECHANICAL / ELECTRICAL / PLUMBING ENGINEERING

DESIGN NARRATIVES

Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O. #: 25058
July 25, 2025

WORCESTER COUNTY HEALTH DEPARTMENT – POCOMOKE SERVICE BUILDING – POCOMOKE CITY, MARYLAND
SCHEMATIC DESIGN
ELECTRICAL, COMMUNICATIONS, AND ELECTRONIC SAFETY & SECURITY NARRATIVE

ELECTRICAL NARRATIVE - GENERAL

The electrical, communications, and electronic safety and security systems will be designed to incorporate economically feasible sustainable elements. Every effort will be made to incorporate sustainable systems, elements and components that will align with the phrase "doing more with less". It is implied in this statement that high efficiency systems shall be employed in the project.

Sustainable elements that will be incorporated are as follows:

- High efficiency volumetric lighting fixtures
- High efficiency electronic LED drivers
- High efficacy, mercury-free, LED lighting sources
- Automatic lighting controls, including occupancy/vacancy sensors, and daylight sensors where applicable
- Automatic plug load control
- Reduction of light pollution

Applicable Codes, Guidelines and Standards

The electrical systems will be designed in accordance with the following codes, guidelines and standards:

i. International Building Code – 2021 Edition

ii. International Energy Conservation Code (IECC) – 2021 Edition

iii. NFPA 70: National Electrical Code (NEC) – 2020 Edition

iv. NFPA 72: National Fire Alarm & Signaling Code – 2019 Edition

v. NFPA 101: Life Safety Code (as amended by Maryland State Fire Codes) - 2018

vi. NFPA 780: Standard for the Installation of Lightning Protection Systems

1220 East Joppa Road
Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

vii. ASHRAE Standard 90.1 – 2019: Energy Standard for Buildings except Low-Rise Residential Buildings.

viii. Illuminating Engineering Society of North America (IESNA) Standards

ix. Occupational Safety and Health Administration (OSHA)

x. Maryland State Fire Prevention Codes, latest edition

xi. Delmarva Power Standards & Specifications, latest edition.

xii. All applicable State and Local Codes

Electrical Service Description

The electric service to the site will be provided by Delmarva Power**.** The proposed load of the proposed replacement building shall be shared with Delmarva Power so that they can confirm that the existing transformer is adequate for the new load. The main electric service from the pad-mounted transformer to the building service equipment should be rated at 120/208 volts, three phase, four wire.

Normal Electrical Power Supply System

The electrical distribution should be rated at 120/208 volts, three phase, four wire from the main distribution panelboard to branch panelboards throughout the building. Distribution and branch panelboard buses should be copper. Feeder conductors should be copper and should be sized to limit voltage drop to 2% from the service equipment.

General lighting should be served at 120 volts. Mechanical equipment should be served at 120 volts as required for single-phase equipment and at 208 volts for three-phase equipment. Receptacles and office equipment should be served at 120 volts. Other loads should be served as required.

A Surge Protection Device (SPD) should also be provided within the main distribution panelboard to protect the electrical distribution system from transient voltage spikes. The SPD shall be tested in accordance with the latest edition of UL 1449 to ensure compliance with UL requirements for the building's lightning protection system.

Panelboards for lighting, power, and equipment loads should be in electrical rooms, mechanical rooms, and if required, in storage rooms to serve local loads.

Panelboards should also be provided within the following areas to serve local loads:

Kitchen - Dedicated panelboards with shunt-trip circuit branch circuit breakers as required to serve equipment beneath ventilation hood.

Emergency Electrical Power Supply System

It is our understanding that a generator is not desired for this building. If a generator is desired, then the loads served by the generator, fuel type and runtime of the generator should be reviewed with the Owner.

Components of the new Electrical System are as follows:

ELECTRICAL COMPONENT	PRELIMINARY CAPACITY/CHARACTERISTICS
Incoming Main Distribution Panelboard	• One (1) 800 amp 120/208V, 3 phase, 4 wire main distribution panelboard.
Branch Panelboards	• 120/208V, 3 phase, 4 wire new branch panelboards serving new mechanical, plumbing, lighting, and electrical equipment. Exact quantity of branch panelboards to be determined.
Lighting and Lighting Controls	• LED lighting • Occupancy, daylighting, and dimming controls • One (1) relay panels for interior and exterior lighting control

Mechanical and Plumbing Equipment Connections

Enclosed safety/disconnect switches and enclosed motor controllers, e.g. combination magnetic motor controllers, should be located in mechanical equipment areas and throughout the building to serve mechanical and plumbing equipment.

Small motors (1/2 horsepower and smaller) shall be served by fractional horsepower manual starters with melting alloy type thermal overload relays. Large motors (larger than 1/2 horsepower) shall be served by fusible, non-reversing, combination magnetic motor controllers with appropriately sized motor starters and overload relays.

Equipment should be provided with engraved nameplates identifying the equipment served, circuit designation, and circuit voltage. Where disconnecting means are integral to mechanical equipment, the same shall also be labeled.

Enclosure ratings for disconnect switches and motor controllers shall be as follows:

i. Dry interior locations NEMA 1, painted steel
ii. Damp/wet locations NEMA 4X, stainless steel

iii. Kitchens NEMA 4X, stainless steel

Emergency power off (EPO) pushbuttons will be provided at each exit from mechanical spaces to shut down gas-fired equipment in an emergency event. The EPO pushbuttons will de-energize coils interlocked with enclosed contactor(s) serving gas-fired equipment, which will in turn open the contactor(s), removing power to the gas-fired equipment in accordance with ASME regulations. To restore power to the gas-fired equipment, the EPO pushbuttons must each be reset.

Lightning Protection System

A complete lightning protection system that complies with NFPA 780 should be provided under an alternate, including perimeter ground ring, building steel bonding, air terminals, roof and down conductors, and bonding of rooftop equipment. Air terminals and system conductors shall be aluminum. The counterpoise grounding loop shall consist of bare, tinned copper conductors and copper clad grounding electrodes.

Surge Protection

Surge Protection Devices (SPDs) will be provided in the following locations to protect the electrical distribution system from transient voltage spikes.

i. Main distribution panelboard
ii. Branch panelboards serving computer equipment, including telecommunications equipment rooms
iii. Branch panelboards serving site lighting
iv. Branch panelboards serving exterior HVAC equipment

Surge protection devices for incoming service equipment shall be rated 300kA, and for branch panelboards shall be rated 100kA.

SPDs shall be tested in accordance with the latest edition of UL 1449 to ensure compliance with UL requirements for the building's lightning protection system.

Interior Lighting and Controls

General lighting shall be accomplished with recessed 2'x4' or 2'x2' volumetric luminaires in areas with ACT ceilings and suspended direct/indirect linear fixtures in spaces with no ceilings.

Drivers for LED lighting fixtures should be high efficiency electronic type with flicker-free dimming. Low-end dimming range shall be 1% minimum, except as otherwise indicated for specialty spaces, e.g. the auditorium.

Light sources for general illumination should be LED with 3500K correlated color temperature (CCT) and a color rendering index (CRI) value of 80 or higher.

Light sources should have a minimum lumen maintenance value of L70 at 50,000 hours, meaning the LED light sources will yield 70% of their initial lumen output after 50,000 hours of operation.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines. Design levels of illumination shall be as follows:

i.	Offices	30-40 footcandles
ii.	Corridors	10-20 footcandles
iii.	Activity/Multi-Purpose Rooms	30-40 footcandles
iv.	Toilet Rooms	15-30 footcandles
v.	Mechanical/Electrical Rooms	20-30 footcandles
vi.	Telecommunications Rooms	30-40 footcandles
vii.	Kitchens	50 footcandles (minimum)

Lighting Power Densities (LPD), commonly referred to as watts/square foot, should comply with applicable energy codes.

Lighting controls, including multi-level lighting control and automatic shut-off should be provided throughout the building. The lighting control system shall be comprised of 0-10V dimming drivers, wall switches, occupancy/vacancy sensors, daylight sensors, relays, etc.

Occupancy/vacancy sensors should be provided in individual rooms. Sensors will utilize one or more technologies, including but not limited to ultrasonic and passive infrared (PIR), which should be determined based on space usage. Sensor controls should be programmed to provide 50% automatic “on”, 50% manual “on”, or 100% manual “on” based on space usage and applicable energy codes.

Interior lighting and controls are summarized for each major space type below:

Office Lighting

i. Recessed volumetric lighting fixtures.
ii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.
iii. Daylight sensors, which dim lighting zone(s) closest to daylight source.

Corridor Lighting

i. Recessed lensed lighting fixtures in standard corridors with ACT ceilings. Linear pendant-mounted direct/indirect lighting fixtures in corridors with high ceilings/corridors without ceilings.
ii. Recessed downlights, wall sconces and cove lighting where applicable.
iii. Specialty accent lighting.
iv. Controlled by lighting control system time clock during normal operating hours and occupancy sensors after hours.

v. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
vi. Emergency lighting.

Activity/Multi-Purpose Room Lighting

i. Recessed 2'x4' lensed troffers lighting fixtures.
ii. Multi-level switching for zone control and 0-10V dimming for each lighting zone.
iii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.
i. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
iv. Emergency lighting.

Kitchen Lighting

i. Recessed lay-in 2'x4' lensed troffers with aluminum doors, gasketed frames, and inverted lenses for ease of cleaning.
ii. Lights controlled by lighted toggle switches.
iii. Lighting integral to ventilation hood(s).
iv. Emergency lighting.

Restroom Lighting

i. Recessed 2'x2' lensed troffers in spaces with suspended ACT ceilings and recessed downlights in smaller individual restroom.
ii. No wall switches for multi-occupant toilet rooms.
iii. Occupancy sensor controls for automatic on/off control of multi-occupant toilet rooms.
iv. Wallbox occupancy sensor switches for individual toilet rooms.
v. Emergency lighting.

Mechanical/Electrical/ Storage Room Lighting

i. Chain-hung low-bay industrial lighting fixtures with wire guards for rooms without ceilings. Surface mounted, lensed lighting fixtures for rooms with GWB ceilings.
ii. Lights controlled by lighted toggle switches.
iii. Emergency lighting.

Telecommunications Room Lighting

i. Recessed, lensed lighting fixtures for rooms with ACT ceilings. Surface mounted, lensed lighting fixtures for rooms with GWB ceilings.
ii. Lights controlled by lighted toggle switches.
iii. Emergency lighting.

The lighting control system should be interfaced with the building's intrusion detection (security) system, such that interior lighting in all corridors and common areas energizes during a security event.

Emergency and Exit Lighting

Emergency lighting and exit signs should be designed in accordance with requirements of NFPA 101: Life Safety Code and NFPA 70: National Electrical Code.

Emergency power for exit signs & designated egress lights should be provided by internal battery packs.

Battery-backed exterior lighting fixtures for emergency lighting should be provided above each egress door.

Exterior Lighting

Lighting Power Densities (LPD), commonly referred to as watts/square foot, should comply with restrictions set forth in ASHRAE Standard 90.1.

LED light sources should have 3000K correlated color temperature (CCT) and a color rendering index (CRI) value of 70 or higher.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines.

Parking lot lighting should utilize pole-mounted LED fixtures with full cutoff optics.

Building-mounted perimeter lighting should utilize LED fixtures with full cutoff optics and will be controlled by the lighting control system, with 0-10V dimming to reduce lighting output after hours.

Accent, landscape and sign lighting should be provided in selected areas as required.

Light pollution/trespass should be kept to a minimum by reducing/eliminating uplight and ensuring cutoff at property lines.

The exterior lighting should be connected to the lighting control system, which will be interfaced with the building's Energy Management System.

LIGHTING COMPONENT	PRELIMINARY CAPACITY/CHARACTERISTICS
Site Lighting	• Pole mounted light fixtures with full cut-off LED heads.
Exterior Building	• Wall mounted full cut-off LED Fixtures.

Data Network

A complete and operable data network, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the data network installation.

Voice Network – Telephone/Paging/Intercom Systems

A complete and operable voice network (telephone/paging/intercom systems) comprised of all equipment, cabling, devices, racks, rack-mounted equipment, and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the voice network installation.

Video Network & Cable Television System

A complete and operable video network and cable television system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment, and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the video network and cable television system installation.

Audio/Video Systems

Complete and operable audio/video systems, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations should be designed by others under separate contract with the Owner. Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the audio/video system installation.

Fire Alarm System

A complete and operable fire alarm system, comprised of all equipment, cabling, devices, cabinets and terminations are being designed by others under separate contract with the Owner**.** Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the fire alarm system installation.

Access Control System

A complete and operable access control system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations are being designed by others under separate contract with the Owner**.** Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the access control system installation.

Intrusion Detection System

A complete and operable intrusion detection system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations are being designed by others under separate contract with the Owner**.** Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the intrusion detection system installation.

Video Surveillance System

A complete and operable video surveillance system, comprised of all equipment, cabling, devices, racks, rack-mounted equipment and terminations are being designed by others under separate contract with the Owner**.** Gipe Associates, Inc. will coordinate with the Owner to indicate locations of back-boxes, conduits and power sources as required supporting the video surveillance system installation.

Commissioning of Electrical Systems

The specifications shall include fundamental commissioning of the major electrical equipment and systems. The Owner shall engage a commissioning authority separate from the Contractor and the Design Team.

The installing contractor shall perform start-up of the electrical equipment. The appropriate contractors and/or manufacturer's representative will be on-site to perform start-up. No system will be started until the manufacturer's checklists have been completed. Start-up will be performed according to the manufacturer's recommended procedures.

The Functional Performance Tests shall be performed in the presence of the Owner and shall serve as a compliment to the O&M Training.

Owner Orientation and Training will be provided by the Contractors.

The electrical components that will be included in the commissioning process include, but shall not be limited to, the following:

i. Lighting Control System(s)
    a. Lighting control panels
    b. Occupancy/vacancy sensors
    c. Daylight sensors
    d. Wall switches/control stations
    e. Plug-load controls

END OF ELECTRICAL NARRATIVE

Gipe Associates, Inc.
CONSULTING ENGINEERS

W.O. #:25058
July 25, 2025

WORCESTER COUNTY – POCOMOKE SERVICE BUILDING – POCOMOKE CITY, MARYLAND
SCHEMATIC DESIGN
HVAC, PLUMBING, AND FIRE PROTECTION BASIS OF DESIGN/NARRATIVE

MECHANICAL NARRATIVE - GENERAL

The Mechanical Systems will include all work associated within the building including Heating, Ventilating, Air Conditioning (HVAC), Plumbing, and Fire Protection Systems. These systems will extend to five (5) feet beyond the building wall.

The Mechanical Systems, in concert with the Architectural considerations, are intended to create spaces that are flexible, functional, energy efficient, and respond to the needs of this facility.

The Pocomoke Service Building facility heating, ventilating, and air conditioning (HVAC), Plumbing, and Fire Protection systems shall be designed to incorporate economically feasible sustainable elements. Every effort shall be made to incorporate sustainable systems, elements, and components that will align with the phrase “Doing more with less”. The enclosed preliminary equipment sizes/capacities are based on a fully conditioned (heated and cooled) square footage of 13,500 ft^2.

Potential sustainable elements that will be explored are as follows:

- Low flow plumbing fixtures and aerators.
- High efficiency HVAC systems and equipment.
- Variable speed/ digital scroll compressor/fan strategies.
- Demand controlled ventilation.
- Variable speed pumping.
- High Efficiency Condensing Boilers.
- Heat pump water heater.
- Exhaust air energy recovery.
- High efficiency energy recovery unit with hot gas re-heat and exhaust air energy recovery.

Within the envelope of the facility, the proper heating, cooling, ventilation, air exchanges, and Automatic Temperature Control Systems will be provided for all spaces to create the appropriate thermal environment. Mechanical rooms will be provided with heat and ventilation only. The HVAC and related Mechanical Systems will not only be functional and responsive to the need, but will be simple, reliable, durable, maintainable, and easily accessible. The HVAC System will utilize energy conservation techniques to the greatest extent possible, while maintaining comfortable control.

1220 East Joppa Road
Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

Heating and Cooling Systems and their associated controls will be designed and zoned to enable the building to operate at less than full occupancy without conditioning the entire building.

The latest version of Carrier's Hourly Analysis Program (HAP) shall be utilized for load calculation purposes and energy modeling.

The Mechanical Systems, including Fire Protection, will be designed in accordance with ASHRAE Standards, International Mechanical Code, NFPA, the State of Maryland Plumbing Code, Worcester County Code, and the City of Pocomoke Code Requirements.

Systems Descriptions

I. HVAC, PLUMBING, AND FIRE PROTECTION

A. Base Design Criteria

1. HVAC System Description:

Air Source Split System Air Handling Units with Hot Water Heating Coils:

Indoor units shall consist of the same components as most air cooled split system air handling units. The refrigeration system, including compressor, air-cooled condenser, direct expansion cooling coil, expansion device, and refrigeration controls are split between an indoor unit and outdoor unit and connected by refrigeration piping. Additionally, an ECM supply fan and filters are also components of the indoor unit. Heating shall be provided by hot water heating coils.

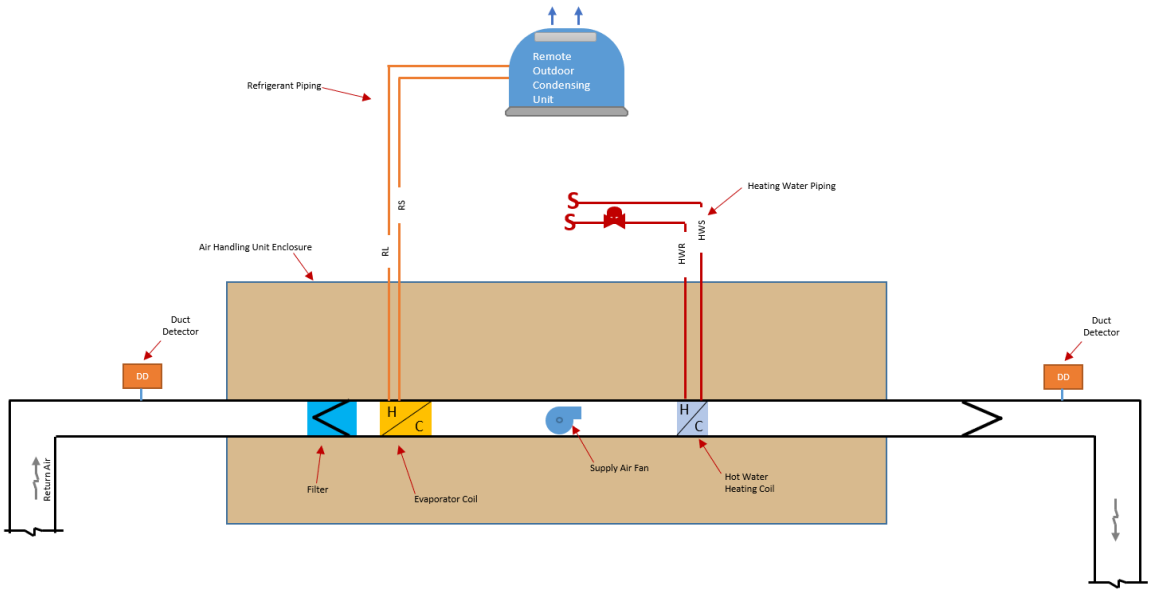


Figure #1 - Air Source Split System Air Handling Units with Hot Water Heating Coils

Central Hot Water Heating System:

The new central hot water heating system shall serve the split systems, energy recovery ventilator (ERV) and new heat only terminal equipment. The system shall be variable speed and utilize high efficiency condensing boilers connected to the utility's gas system.

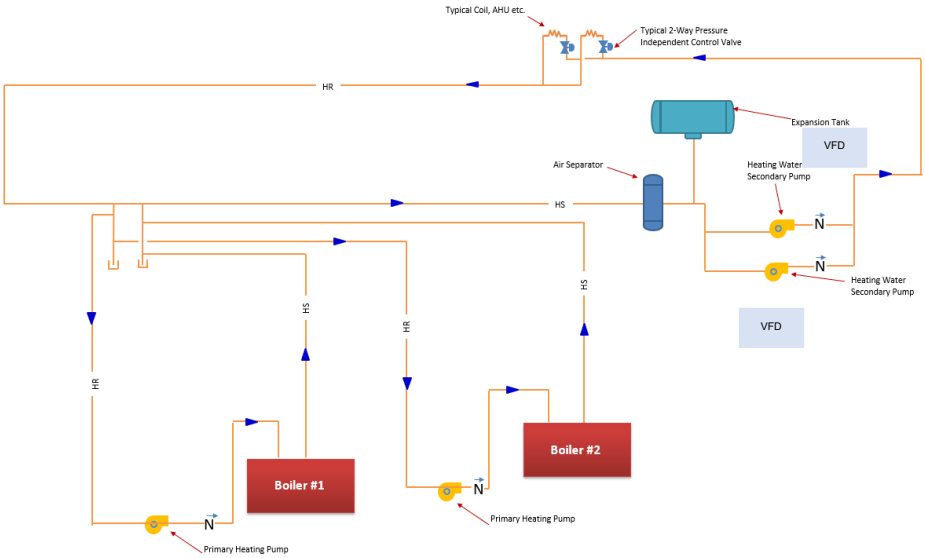


Figure #2 – Heating Water System (Not to Scale)

Air Cooled Direct Expansion/Hot Water Energy Recovery Ventilator:

The energy recovery ventilator shall utilize an enthalpy wheel, hot gas re-heat coil, variable speed exhaust/outside air fans, and demand controlled ventilation components (See Figure #1). The ERV unit shall provide the code required amount of ventilation air to all spaces and shall supply the air at space neutral conditions.

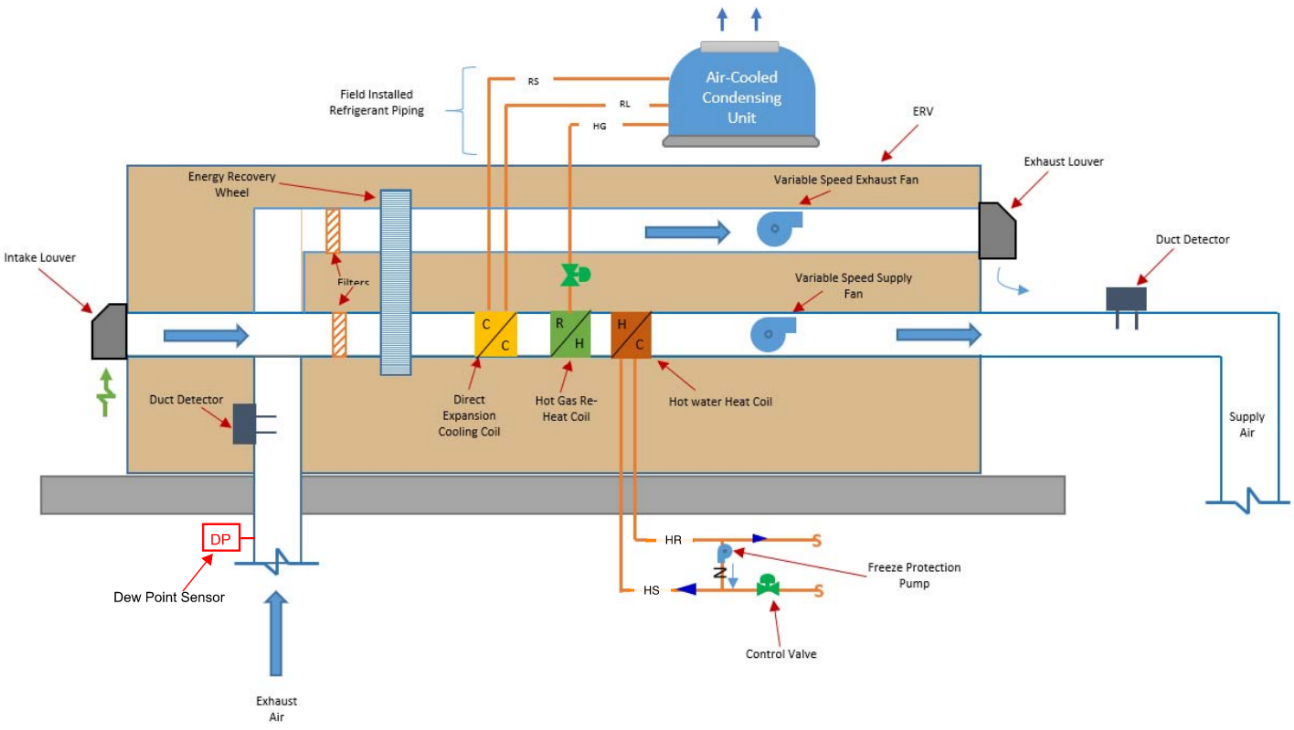


Figure #3 – Air Cooled DX/Hot Water Energy Recovery Ventilator

Hydronic finned tube radiation shall be provided below all storefront glazing in high-occupancy areas to prevent winter time condensation.

Components of the new HVAC system are as follows:

HVAC COMPONENT	PRELIMINARY CAPACITY/CHARACTERISTICS
Condensing Boilers	• Two (2) Condensing Boilers, • Heating capacity 270,000 btuh, • Two primary pumps at 27 gpm and 25 ft. of head.
Heating Pumps	• Two (2) base mounted, 50 gpm, 60 ft. head, variable speed pumps with drives, • Lead/Standby Arrangement.
Energy Recovery Ventilator	• Two (2) 100% outside air, DX/Hot Water energy recovery ventilators, • 3,000 CFM nominal each, • Nominal cooling capacity 14 tons each, • Heating capacity 75,000 BTU/Hr. with variable speed drives.
ASME Heating System Buffer Tank/Hydraulic Separator	• One (1) insulated ASME tank, • 120 gallons
Expansion Tank	• One (1) ASME rated tank, • 60 Gallon Capacity.
Air Separator	• One (1) 2-1/2-Inch ASME rated coalescing type air separator for the Heating Water System.
Fluid Filter Housing	• One (1) fluid filter housing with magnets and particulate filters that can filter down to 5 microns.
Chemical Feed Tank	• One (1) shot feeder type Chemical Feed Tank with filter, • Five (5) gallon capacity.
Flow Measuring Station	• One (1) 2.5-Inch for Heating Loop.
Conventional Ductless Unit for process load.	• 1.5 tons cooling capacity (assume two (2)).
Flow Meter Fittings	• 3-Inch, Discharge on Heating Water Pump System.
Air to Air DX/Hot Water Split System AHU's	• 10-12 Split System AHU's with Hot Water Coils, • 800 nominal CFM, • 18,000 BTU/Hr., cooling capacity, • 18,000 BTU/Hr., heating capacity, • Ventilation shall be 0 CFM due to separate energy recovery ventilator for outside air.
Ventilation Fans	• Three (3) 1,000 CFM side wall, direct drive, ventilation fans with thermostats for control.
Duct Smoke Detectors	• Four (4) duct smoke detectors (energy recovery units), • Interlock with fire alarm system, ATC system, and fan shut down.
Ductwork	• All low pressure, insulated (2-inch thick insulation) including exhaust air ductwork, • Sound lined 10 feet in/out of all ducted units and energy

	recovery unit.
Hydronic Piping	• Schedule 40 steel with grooved couplings, • Insulated with 1.5-inch thick fiberglass insulation.
Refrigerant Piping	• Copper tubing type ACR (3/6" inch and smaller), • Copper pipe type K Brazed (7/8" inch and larger), • Insulate with 1.0 inch thick Armaflex insulation.

Automatic Temperature Control System

All Automatic Temperature Controls will be of the Direct Digital Control type. Individual and terminal unit controls will be Direct Digital Control with electric/electronic actuation. The Automatic Temperature Control System will be Direct Digital Control (DDC) and will be tied into the existing Control System serving Worcester County Government. This will be coordinated with the Owner during the Construction Documents Phase.

Automatic Temperature Controls shall be capable of operating per the sequence of operation, including when the Energy Management System is manually overridden.

Occupants shall have a fixed deadband of temperature control as determined by facility personnel. The local space thermostats shall allow room set point adjustment to 2 degrees Fahrenheit above and below the nominal set point.

The ATC shall incorporate energy efficient sequences and strategies such as:

- Start/Stop optimization.
- Variable speed pumps.
- Night set back.
- Energy recovery.
- Demand controlled ventilation.
- Waste heat recovery for hot gas re-heat.
- Auto changeover.
- Night set back.
- Separate heating/cooling set points.

2. Plumbing System Description:

Plumbing System

A complete system of plumbing will be provided throughout the building to comply with the requirements set forth in the program and installed in strict accord with all applicable codes and regulations, including ADA.

The plumbing systems will consist of but not be limited to:

Domestic Cold Water Piping
Domestic Hot Water with Re-Circulation (Heat Pump Water Heater)
Sanitary Drainage and Vent
Hardwired Infrared Floor Mounted Flush Valves at Waterclosets
Hardwired Infrared Floor Mounted Flush Valves at Urinals
Fire Protection
Double Detector Check Valve Back Flow Preventer shall be Provided for the Fire Protection System.
Drinking Fountains with Bottle Fillers
Exterior Freeze Proof Wall Hydrants
Mop Sink in the Janitor's Closet
Hard Wired Infrared Faucets

All plumbing fixtures for this project shall be low flow and shall be commercial grade or institutional quality. Faucets for lavatories will be with low flow aerators. Handicapped fixtures will comply with ADA Requirements. Mounting heights for all fixtures will be coordinated with the Architect.

Domestic Hot Water shall be generated by a single high efficiency air source heat pump water heater located in the main mechanical room.

Water closet plumbing fixtures will be floor mount flush valve type. The following minimum net clearances in plumbing fixture chases shall be provided:

Fixture Type	**Space Required (inches)**
Single Wall Mounted Water Closet	16
Back to back Wall Mounted Water Closets	18
Single Lavatory (counter or wall mounted)	6
Back to back lavatory (counter or wall mounted)	6
Mop Sink	6
Surface Mounted drinking fountain	6
Recessed drinking fountain	12 (from face of wall)

a. *Single lavatories/sinks can be located on a 6" stud wall.*
b. *DO NOT locate fixtures on a masonry wall without a chase.*
c. *DO NOT locate fixtures above sensitive areas (electrical rooms, kitchens, etc.)*
d. *AVOID locating fixtures adjacent to columns so there will not be a conflict with structural footers.*
e. *AVOID locating fixtures on exterior walls.*
f. *AVOID locating fixtures below windows.*
g. *DO NOT place beams or joists above, below, or through chases.*

Water Service

A new water service will be brought to a point 5'-0" from the building exterior wall under another division. At this point and under this division, connection will be made to the water service and extended into the building for distribution.

The water service will be sized per the requirements of the American Society of Plumbing Engineers, The Plumbing Code of the City of Pocomoke, Worcester Co., the National Standard Plumbing Code and the Fire Protection Codes of NFPA.

Hot and cold water will be extended to and serve the fixtures and equipment as required. All domestic water piping will be copper Type L with wrought copper fittings and lead free 95-5 solder. All water piping shall be insulated with 1 inch thick insulation with the exception of non-handicapped final branch run outs for connection to fixtures/equipment.

Backflow preventers and vacuum breakers will be provided to prevent back siphonage and contamination of the potable water system.

Hose bibbs in concealed boxes will be located in public toilet rooms.

Freezeproof wall hydrants will be located every 50 feet along the service building's perimeter. Hose bibbs in concealed boxes will be located in public toilet rooms.

Lavatories shall be specified with thermostatic mixing valves and shall be serviced by the 110° Fahrenheit hot water recirculating loop.

Sanitary Drainage

New sanitary drainage lines will be brought to a point 5'-0" from the building exterior wall under another division. At this point and under this division connection will be made to the drainage line and the same will be extended into the building for distribution.

The Sanitary Drainage System will be sized per the requirements of the American Society of Plumbing Engineers, the Plumbing Code of the City of Pocomoke, Worcester Co., and the National Standard Plumbing Code.

Discharge of HVAC condensate will be taken directly outside and not connected to the Sanitary Drainage system.

Due to noise concerns, all above grade/slab sanitary/vent piping shall be cast iron no hub.

Storm Water Drainage

New storm water drain lines will be brought to a point 5'-0" from the building exterior wall under another division. At this point and under the Civil Engineering division connections will be made to the exterior downspouts/rainleaders.

Components of the New Plumbing System are as follows:

PLUMBING COMPONENTS	PRELIMINARY CAPACITY/CHARACTERISTICS
Domestic Hot Water Heater	• One (1) air source heat pump water heater, • ASME rated 50 gallons storage, • 4.5 kW input water heaters.
Domestic Recirculating Pump	• One (1) all bronze construction, in-line pump, • 6 GPM, • 15 feet of head, • With an Aquastat.
Domestic Water Expansion Tank	• One (1) Domestic Water Expansion Tank, • ASME rated, • Twelve (12) Gallon acceptance volume, • NSF-60 approved for Potable water.
Back Flow Preventers: • Heating System Makeup Water • Fire Protection Service • Domestic Cold Water	• 1-inch RPZ Type for makeup water, • 6-inch Double detector check valve type for fire protection system, • New 3" inch double check valve type for domestic water system
Domestic Cold Water Meter	• 3-inch size, • NSF-60 approved.
Lavatory Mixing Valves	• Thermostatic type, • 0.5 GPM, • ASSE 1070 approved, • Install one (1) at each lavatory.
Trap Priming Stations	• Assume three (3) trap priming stations with vacuum breaker, timer, and timed solenoid valve.

3. Fire Protection System Description

The Fire Protection System will provide total protection by means of a wet pipe sprinkler system. The sprinkler system design will be in strict accordance with all local and state codes as well as NFPA. The sprinkler system shall be designed per NFPA-13. A flow test has confirmed the available flow and pressure.

Static Pressure = 56 psig
Residual Pressure = 52 psig
Test Flowrate = 1,640 gpm

We do not anticipate the need for a fire pump for protecting the building.

Components of the New Fire Protection System are as follows:

FIRE PROTECTION COMPONENTS	CAPACITY/CHARACTERISTICS
Fire Protection System	• Two (2) zone valve assemblies • Single wet pipe riser • 6-inch underground mains • 4-inch fire department connection • Concealed, quick response wet pipe heads • Electric motor gong • 6-inch double detector check valve assembly • Pipe hydraulically sized per NFPA-13 requirements

4. Applicable Codes, Guidelines and Standards.

    a. The mechanical systems will be designed in accordance with the following codes, guidelines, and standards.

        1.) International Building Code – 2021 Edition

        2.) International Mechanical Code – 2021 Edition

        3.) International Plumbing Code – 2021 Edition

        4.) National Fire Protection Association (NFPA) guidelines and standards including the following:

            a) NFPA 90A – Standard for the Installation of Air conditioning and Ventilation Systems.
            b) NFPA 101 – Life Safety Code.

        5.) ASHRAE Standard 62-2022 Ventilation for Acceptable Indoor Air Quality.

        6.) ASHRAE Standard 90.1-2019 Energy Standard for Buildings except Low Rise Residential Buildings.

5. Outdoor Design Conditions

    a. Summer:
        1.) Dry-Bulb Temperature = 93ºF
        2.) Wet-Bulb Temperature = 78ºF

a) (Based on 0.4% dry-bulb and mean coincident wet-bulb temperature for the lower Eastern Shore of Maryland as published in ASHRAE "Fundamentals" Handbook 2007.)

b. Winter:
   1.) Dry-Bulb Temperature = 10ºF

   a) (Based on 99.6% dry-bulb conditions for the Eastern Shore of Maryland as published in ASHRAE "Fundamentals" Handbook 2007).

6. Indoor Design Conditions

   a. Office, Conference, and Administrative Support Areas

      1.) Dry-Bulb Temperature

         a) Summer = 75ºF ± 3ºF
         b) Winter = 72ºF ± 3ºF

      2.) Relative Humidity (Passive Control)

         a) Summer = 60% maximum
         b) Winter = 20% minimum

   b. MEP Rooms

      1.) Dry-Bulb Temperature

         a) Summer = 105 ºF Maximum
         b) Winter = 60 ºF Minimum

      2.) Relative Humidity = No Active Control

   c. Unoccupied or Transient Spaces (Corridors, Bathrooms, Storage Closets, Stairwells, and Janitor's Closets).

      1.) Dry-Bulb Temperature = 65-95 ºF
      2.) Relative Humidity = No Control

   d. Stairwells

      1.) Dry-Bulb Temperature = 60-95 ºF
      2.) Relative Humidity = No Control

e. Large Meeting Rooms

1.) Dry-Bulb Temperature

a) Summer = 78ºF ± 3ºF
b) Winter = 72ºF ± 3ºF

2.) Relative Humidity = No Active Control

3.) People load = 40 people

f. Occupants

1.) The occupancy heat rejection utilized in load calculations will be as follows:

a) Sensible = 250 Btuh/person
b) Latent = 200 Btuh/person

2.) The number of occupants in each space will be based on the actual occupant density listed in the facility program or as mutually agreed upon with the Owner.

3.) Schedule = The mechanical systems will be designed to operate 24 hours per day, 365 days per year. However, the Control System will be equipped with scheduling features to allow unoccupied and holiday set points that are different than typical occupied set points.

g. Infiltration

1.) The building heat loss/heat gain calculations will include an infiltration load based on 0.5 air changes per hour.

h. Internal Loads

1.) The internal cooling loads shall be based on a minimum 0.5 watt per square feet sensible load.

7. Ventilation Rates

a. The minimum ventilation (outdoor air) rates will be calculated using ASHRAE Standard 62-2019.

Commissioning

The specifications shall include basic commissioning of the major HVAC and Plumbing equipment and systems.

The installing contractor shall perform start-up of the HVAC equipment. The appropriate contractors and/or manufacturer's representative will be on-site to perform start-up. No system will be started until the manufacturer's checklists have been completed. Start-up will be performed according to the manufacturer's recommended procedures.

Each major system will be tested. A random sample of each subsystem will be tested. The Functional Performance Tests shall be performed in the presence of the Owner and shall serve as a complement to the O&M Training.

The HVAC components that will be included in the commissioning process include, but shall not be limited to, the following:

- Heating System
- Supply Air Systems
- Exhaust Air Systems
- HVAC Controls and Sequences of Operation
- Energy Recovery Ventilators (Including Variable Frequency Drives)
- Variable Frequency Drives
- Exhaust Fans and Ventilation Fans
- Automatic Temperature Control Systems
- Duct Detectors
- Split System DX with Hot water coil AHU's.
- Water Heater
- Thermostatic Mixing Valves
- Flow Measuring Station
- Plumbing Fixtures

END OF HVAC, PLUMBING AND FIRE PROTECTION BASIS OF DESIGN

COST ESTIMATES

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

PROJECT:	DATE:
Pocomoke Service Center	August 8, 2025
LOCATION:	**JOB NO.:**
Pocomoke City, Maryland	0085B056.B01
OWNER:	**DESIGN STATUS OF ESTIMATE:**
Worcester County, Maryland	Preliminary

TOTAL COST SUMMARY

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Site / Civil				$ 722,150.00
Architectural / Structural				$ 2,478,750.00
Mechanical / HVAC				$ 939,500.00
Electrical				$ 1,364,240.00
Fire Protection				$ 171,600.00
Plumbing				$ 714,400.00
SUBTOTAL				**$ 6,390,640.00**
STATE WAGE RATES (17%)				**$ 1,086,408.80**
BONDS, PERMIT, INSURANCE (3%)				**$ 191,719.20**
CONTRACTOR OH&P (10%)				**$ 639,064.00**
CONTINGENCY (5%)				**$ 319,532.00**
TOTAL COST				**$ 8,627,364.00**

NOTES:

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

PROJECT:	DATE:
Pocomoke Service Center	August 8, 2025
LOCATION:	JOB NO.:
Pocomoke City, Maryland	0085B056.B01
OWNER:	DESIGN STATUS OF ESTIMATE:
Worcester County, Maryland	Preliminary

CIVIL

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Grading	4000	SY	$ 20.00	$ 80,000.00
Parking Lot Work	3800	SY	$ 65.00	$ 247,000.00
Underground Infrastructure	1	LS	$ 200,000.00	$ 200,000.00
Sidewalks	190	SY	$ 185.00	$ 35,150.00
Stormwater Areas	1	LS	$ 75,000.00	$ 75,000.00
Culverts at Entries	2	EA	$ 10,000.00	$ 20,000.00
Swales	1	LS	$ 20,000.00	$ 20,000.00
Landscaping	1	LS	$ 20,000.00	$ 20,000.00
Temporary Fencing / Utilities	1	LS	$ 25,000.00	$ 25,000.00
SUBTOTAL				**$ 722,150.00**

NOTES:

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

PROJECT: Pocomoke Service Center	DATE: August 8, 2025
LOCATION: Pocomoke City, Maryland	JOB NO.: 0085B056.B01
OWNER: Worcester County, Maryland	DESIGN STATUS OF ESTIMATE: Preliminary

ARCHITECTURAL / STRUCTURAL

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Concrete Slab / Prep	13500	SF	$ 20.00	$ 270,000.00
Concrete Foundation	800	LF	$ 35.00	$ 28,000.00
Exterior Wall	9600	SF	$ 25.00	$ 240,000.00
Roof Structure	13500	SF	$ 15.00	$ 202,500.00
Roofing	14000	SF	$ 25.00	$ 350,000.00
Interior Carpentry / Framing	13500	SF	$ 25.00	$ 337,500.00
Insulation / Barriers	13500	SF	$ 12.00	$ 162,000.00
Doors & Hardware	13500	SF	$ 11.00	$ 148,500.00
Windows	13500	SF	$ 6.00	$ 81,000.00
Aluminum Storefront	500	SF	$ 35.00	$ 17,500.00
Drywall	15000	SF	$ 6.00	$ 90,000.00
Lay-In Ceilings	13500	SF	$ 7.50	$ 101,250.00
Flooring	13500	SF	$ 12.00	$ 162,000.00
Painting / Sealing	13500	SF	$ 2.00	$ 27,000.00
Specialties	1	LS	$ 50,000.00	$ 50,000.00
Signage	1	LS	$ 15,000.00	$ 15,000.00
Appliances	1	LS	$ 25,000.00	$ 25,000.00
Millwork / Casework	13500	SF	$ 12.00	$ 162,000.00
Window Treatments	1	LS	$ 9,500.00	$ 9,500.00
SUBTOTAL				**$ 2,478,750.00**

NOTES:

ELECTRICAL SQUARE FOOTAGE CONSTRUCTION ESTIMATE

	DATE PREPARED	7/21/2025	
PROJECT	BASIS FOR ESTIMATE		OVERHEAD %
POCOMOKE SERVICE FACILITY	**x**	CODE A (No Design Completed)	**10%**
LOCATION		CODE B (Preliminary Design)	PROFIT %
POCOMOKE, MD		CODE C (Final Design)	**10%**
ARCHITECT/ENGINEER		OTHER (Specify) Report	Square Footage
DBF			**13,510**
DRAWING NUMBER	ESTIMATOR		CHECKED BY
N/A	TMC		**CDH**

ELECTRICAL Summary	Square Footage	Cost per Sq. Ft.	Total Cost	Remarks
260500 Basic Electrical Materials and Methods	13,510	$ 3.50	$ 47,285.00	
260500 General Electrical Requirements	13,510	$ 3.50	$ 47,285.00	
260502 Electrical Demolition for Remodeling	13,510	$ -	$ -	
260519 Conductors and Cables	13,510	$ 6.50	$ 87,815.00	
260526 Grounding and Bonding	13,510	$ 0.50	$ 6,755.00	
260528 Electrical Firestopping	13,510	$ 0.75	$ 10,132.50	
260529 Hangers and Supports	13,510	$ 1.10	$ 14,861.00	
260533 Raceways and Boxes	13,510	$ 5.00	$ 67,550.00	
260535 Raceways and Boxes for Low-Voltage	13,510	$ 1.25	$ 16,887.50	
260536 Cable Trays	13,510	$ 0.60	$ 8,106.00	
260543 Underground Ducts and Raceways	13,510	$ 1.50	$ 20,265.00	
260553 Identification for Electrical Systems	13,510	$ 0.55	$ 7,430.50	
260573 Power System Studies	13,510	$ 0.50	$ 6,755.00	
260800 Commmissioning of Electrical Systems	13,510	$ 0.75	$ 10,132.50	
260919 Enclosed Contactors	13,510	$ 0.26	$ 3,512.60	
260943 Network Lighting Controls	13,510	$ 5.00	$ 67,550.00	
261120 Utility Incoming Service Provisions	13,510	$ 1.75	$ 23,642.50	
262416 Panelboards	13,510	$ 6.50	$ 87,815.00	
262713 Metering	13,510	$ 0.50	$ 6,755.00	
262726 Wiring Devices	13,510	$ 1.50	$ 20,265.00	
262813 Fuses	13,510	$ 0.12	$ 1,621.20	
262816 Enclosed Switches & Circuit Breakers	13,510	$ 1.75	$ 23,642.50	
262913 Enclosed Controllers	13,510	$ 1.00	$ 13,510.00	
264113 Lightning Protection	13,510	$ 6.50	$ 87,815.00	
264313 Surge Protective Devices	13,510	$ 0.90	$ 12,159.00	
265100 Interior Lighting	13,510	$ 13.00	$ 175,630.00	
265600 Exterior Lighting	13,510	$ 6.00	$ 81,060.00	
Subtotal - Division 26	**$ 70.98**	**/SF**	**$ 958,939.80**	
270500 Common Work Results for Communications	13,510	$ 3.00	$ 40,530.00	
272000 Communications Equipment & Systems	13,510	$ 15.00	$ 202,650.00	
Subtotal - Division 27	**$ 18.00**	**/SF**	**$ 243,180.00**	
280500 Common Work Results for Security	13,510	$ 0.75	$ 10,132.50	
281300 Access Control System	13,510	$ 2.00	$ 27,020.00	
281600 Intrusion Detection System	13,510	$ 1.50	$ 20,265.00	
282300 Video Surveillance System	13,510	$ 3.75	$ 50,662.50	
283111 Fire Alarm System	13,510	$ 4.00	$ 54,040.00	
Subtotal - Division 28	**$ 12.00**	**/SF**	**$ 162,120.00**	
TOTALS (Divisions 26, 27, 28)	**$ 100.98**	**/SF**	**$ 1,364,239.80**	

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

CONSTRUCTION COST ESTIMATE

PROJECT: POCOMOKE SERVICE BUILDING
GAI PROJECT NO: 25058
DATE: 07/21/25
PREPARED BY: RAK

GENERAL PROJECT INFORMATION

PROJECT SQUARE FOOTAGE: 13,500
FACILITY TYPE: POCOMOKE CO. SERVICE BUILDING
 # OF FLOORS: 1
ARCHITECT: DAVIS, BOWEN AND FRIEDEL
BASIS FOR ESTIMATE: CODE-A (NO DESIGN COMPLETED)
SUMMARY: PRELIMINARY ESTIMATE

BASE BID COST ESTIMATE

HVAC, PLUMBING AND FIRE PROTECTION COST ESTIMATE	QUANTITY NO. OF UNITS	QUANTITY UNIT OF MEASURE	MATERIAL PER UNIT	MATERIAL TOTAL	LABOR PER UNIT	LABOR TOTAL	TOTAL COST
FIRE PROTECTION	1.0	LS	$ 71,600.00	$ 71,600.00	$ 100,000.00	$ 100,000.00	$ 171,600.00
PLUMBING	1.0	LS	$ 40,000.00	$ 40,000.00	$ 45,000.00	$ 45,000.00	$ 85,000.00
ROOF DRAINAGE	1.0	LS	$ 12,000.00	$ 12,000.00	$ 15,000.00	$ 15,000.00	$ 27,000.00
PLUMBING/PIPING FIXTURES	1.0	LS	$ 32,800.00	$ 32,800.00	$ 60,000.00	$ 60,000.00	$ 92,800.00
DOMESTIC WATER HEATERS	1.0	LS	$ 34,800.00	$ 34,800.00	$ 30,000.00	$ 30,000.00	$ 64,800.00
PLUMBING EQUIPMENT	1.0	LS	$ 7,000.00	$ 7,000.00	$ 10,400.00	$ 10,400.00	$ 17,400.00
GAS PIPING SYSTEM	1.0	LS	$ 5,500.00	$ 5,500.00	$ 7,000.00	$ 7,000.00	$ 12,500.00
MECHANICAL INSULATION	1.0	LS	$ 45,000.00	$ 45,000.00	$ 52,500.00	$ 52,500.00	$ 97,500.00
WATER DISTRIBUTION PUMPS	1.0	LS	$ 12,000.00	$ 12,000.00	$ 9,500.00	$ 9,500.00	$ 21,500.00
HEATING PIPE SPECIALTIES	1.0	LS	$ 63,000.00	$ 63,000.00	$ 75,000.00	$ 75,000.00	$ 138,000.00
BOILER TRIM	1.0	LS	$ 20,000.00	$ 20,000.00	$ 26,400.00	$ 26,400.00	$ 46,400.00
WATER TREATMENT	1.0	LS	$ 3,500.00	$ 3,500.00	$ 5,000.00	$ 5,000.00	$ 8,500.00
REFRIGERATION	1.0	LS	$ 55,000.00	$ 55,000.00	$ 48,000.00	$ 48,000.00	$ 103,000.00
SPLIT SYSTEM UNITS (INDOOR AND OUTDOOR)	1.0	LS	$ 87,000.00	$ 87,000.00	$ 50,000.00	$ 50,000.00	$ 137,000.00
POWER VENTILATORS	1.0	LS	$ 17,500.00	$ 17,500.00	$ 12,000.00	$ 12,000.00	$ 29,500.00
DUCTWORK	1.0	LS	$ 175,000.00	$ 175,000.00	$ 200,000.00	$ 200,000.00	$ 375,000.00
AIR INLETS AND OUTLETS	1.0	LS	$ 17,000.00	$ 17,000.00	$ 10,000.00	$ 10,000.00	$ 27,000.00
ATC CONTROLS	1.0	LS	$ 80,000.00	$ 80,000.00	$ 60,000.00	$ 60,000.00	$ 140,000.00
TESTING AND BALANCING	1.0	LS	$ 500.00	$ 500.00	$ 32,000.00	$ 32,000.00	$ 32,500.00
ENERGY RECOVERY UNIT	1.0	LS	$ 90,000.00	$ 90,000.00	$ 85,000.00	$ 85,000.00	$ 175,000.00
UNIT HEATERS	1.0	LS	$ 6,000.00	$ 6,000.00	$ 7,000.00	$ 7,000.00	$ 13,000.00
COMMISSIONING (CONTRACTOR ASSIST.)	1.0	LS	$ 1,000.00	$ 1,000.00	$ 9,500.00	$ 9,500.00	$ 10,500.00

COST ESTIMATE SUMMARY

DESCRIPTION	MATERIAL	LABOR	TOTAL
BASE BID TOTAL COST	$ 876,200.00	$ 949,300.00	$ 1,825,500.00
TOTAL BASE BID:	**$ 876,200.00**	**$ 949,300.00**	**$ 1,825,500.00**
TOTAL BASE BID COST PER SQUARE FOOT:	**$64.90 PER S.F.**	**$70.32 PER S.F.**	**$135.22 PER S.F.**

GRAND TOTAL COST ESTIMATE SUMMARY

ADDITIONAL PROJECT COST ITEM DESCRIPTION (APPLIES TO BASE BID ONLY)	PERCENTAGE (%)	% X TOTAL BASE BID	REMARKS
CONTRACTOR OVERHEAD	0.0%	$ -	
CONTRACTOR PROFIT	0.0%	$ -	
GENERAL CONDITIONS	0.0%	$ -	
BUILDER'S RISK INSURANCE	0.0%	$ -	
PERMIT FEES	0.0%	$ -	
CONTRACTOR INSURANCE	0.0%	$ -	
PAYMENT BOND	0.0%	$ -	
PERFORMANCE BOND	0.0%	$ -	
UTILITY COST (ELECTRIC, GAS, ETC…)	0.0%	$ -	
TOTAL ADDITIONAL PROJECT COST ITEMS		**$ -**	
GRAND TOTAL CONSTRUCTION COST (BASE BID + ADDITIONAL PROJECT COSTS)		**$ 1,825,500.00**	**$135.22 PER S.F.**

APPENDIX

POCOMOKE HEALTH CENTER 0085B056.B01
PROGRAM (DRAFT) - PREFERRED OPTION
August 8, 2025

HEALTH DEPARTMENT

	Room/Space	Existing Area (NSF)	Proposed Area
ENTRY/ RECEPTION	Vestibule/Lobby/Waiting Area Waiting: 4 Seated, 2 Standing Access to Public Toilet Room Information Display Case, Pamphlets, Water Fountain Located off Waiting Room	-	450
	Unisex Toilet Room (ADA) Toilet, Lavatory, Diaper Changing Station	-	60
	Copy/Work Room (2) 4-High Lateral Files, Work Counter, Cabinets, Copier, Reception Counter/Windows	360	190
	Medical Records Storage (4) 4-High Lateral Files Work Desk, Counter/Cabinets Adjacent to Clerical	-	110
	Interview Rooms (3) One-on-one, Counter separating Located off Waiting Area	300	450
HEALTH DEPT. OUTSIDE OF MEDICAL CLINIC	Public Restrooms - Male/Female (4) On Main Corridor Single Occupant for new	388	320
	WIC (Women, Infant, and Children) Group Room - 10 people Lactation Room (Sink) Storage Room Systems Furniture for 2-3 Staff Possible Multi-purpose/Conference room location	175	500
	Group Staff Office 3 Staff - Systems Furniture Printer	368	225
	Office for Transient/Visiting Staff Counter Area or Desks for 6 in group area Private Office for 1		160
	Multi-Purpose Conference Room Hold up to 60 people Possible temporary offices Dividing Wall Training Kitchen at End Located near Shipping/Receiving area Stockpile Storage Area	768	1,000
	Clinician's Office(s)	300	220
	Break Room Serves All Staff in building Refrigerator, Microwave, Sink 3-4 Circular Tables	225	300

HEALTH DEPT. OUTSIDE OF MEDICAL CLINIC	Shipping/Receiving	-	260
	Mechanical/Electrical Room/ Janitor's Includes Water Treatment	360	450
MEDICAL CLINIC	Medical Clinic Waiting Room	300	-
	Staff Work Area 2-3 Staff Systems Furniture Located near/or in the Medical Clinic	400	260
	Offices (2) 1 Behavioral, 1 Nursing	750	180
	Medical Records Room (Behavioral and Nursing)	400	100
	Exam Rooms/Labs (3 Proposed) 1 Behavioral, 1 Nursing Med Exam Table Counter, Cabinets, and Sink	500	2,100
	Restrooms (Outside of Lab/Exam Rooms)	105	140
	General Storage (Closets)	100	50
50 PLUS	Entry/Vestibule/Lobby Entry (2)	45	210
	Activities Area	1,500	1,250
	Craft Room Located off or as part of the Activity Room Includes Work counters and sink	-	300
	Small Group Activities Room/Quiet Room Reading and other quiet activities Could also be used for religious services	-	260
	Kitchen (Catering Style)	400	300
	Storage/Receiving Located near Exterior/Delivery area	250	250
	Restrooms Single Occupant Sized for Assistance Shower (ADA Compliant)	50	160
	Group Exercise Room Treadmills Nautilus Equipment	700	400
	General Storage (Closets)	150	150
	Offices (2 - 1 New, 1 Existing) Single Offices	187	240
	TOTAL HEALTH CENTER NET AREA TOTAL	**9,081**	**11,045**
	Grossing Factor (Hallways and Walls)*	**3,200**	**2,465**
	GROSS AREA TOTAL (GSF)	**12,281**	**13,510**
	GROSS AREA TOTAL PHASE I AND II (GSF)		
	*Existing building has a very wide main corridor as it was originally a school. This includes thick exterior walls and mechanical chases.		
	Exterior Porch	-	570
	Outdoor Area	-	EXT.

POCOMOKE HEALTH CENTER 0085B056.B01
PROGRAM (DRAFT) - INITIAL OPTIONS
June 25, 2025

HEALTH DEPARTMENT

	Room/Space	Existing Area (NSF)	Program Area (NSF)Phase I	Option 1	Option 2	Option 3
ENTRY/ RECEPTION	Vestibule/Lobby/Waiting Area Waiting: 4 Seated, 2 Standing Access to Public Toilet Room Information Display Case, Pamphlets, Water Fountain Located off Waiting Room	-	200	290	340	240
	Unisex Toilet Room (ADA) Toilet, Lavatory, Diaper Changing Station	-	80	100	80	80
	Reception/Administrative Offices Enclosed and Secured Counter for Public Interaction (2) 2-Screen Consoles, Accommodate 2 Staff	-	200	240	300	230
	Copy/Work Room (2) 4-High Lateral Files, Work Counter, Cabinets, and Copier	-	150	110	Included in Reception	Included in Reception
	Medical Records Storage (4) 4-High Lateral Files Work Desk, Counter/Cabinets Adjacent to Clerical	-	430 (In clinic)	380	200	200
	Financial Interview Rooms (3) Round Table and 4 Chairs, Inviting Located off Waiting Area	-	240	360	360	470
HEALTH DEPT. OUTSIDE OF MEDICAL CLINIC	Public Restrooms - Male/Female On Main Corridor Multiple Occupant	388	460	160	320	300
	WIC (Women, Infant, Children) Group Room - 10 people Lactation Room (Sink) Storage Room Systems Furniture for 2-3 Staff Possible Multi-purpose/Conference room location	-	500	Included in Multi-Purpose	620	660
	General Storage Located off the main corridor Roof Access Office supplies	175	180	Park of Work/Copy	420	360
	Group Staff Office 3 Staff - System Furniture Printer	368	225	400	530	560
	Private Staff Offices (2) Work Desk, Cabinets, Chairs for 2	200	288	290	Part of Group Office	530
	Office for Transient/Visiting Staff Counter Area or Desks for 6 in group area Private Office for 1	175	300	Part of Group/Private Office	160	450
	Multi-Purpose Conference Room Hold 40 people Dividing Wall Training Kitchen at End Located near Shipping/Receiving area Stockpile Storage Area	768	1,400	1,500	950	930
	Clinician's Office	368	300	300	230	590
	Break Room Serves All Staff in building Refrigerator, Microwave, Sink 3-4 Circular Tables	225	300	290	350	300
	Shipping/Receiving	-	150	230	340	360
	Mechanical/Electrical Room Includes Water Treatment	360	600	410	540	220
	Janitor's Closet	25	30	80	80	80
	Small Waiting Area 2 to 3 Chairs	-	75	220	Lobby	Lobby
	Large Reception/Waiting Area	368	150	480	Lobby	Lobby
	Staff Work Area 2-3 Staff Systems Furniture Located near/or in the Medical Clinic	400	400	520	390	390
	Offices (2) 1 Behavioral, 1 Nursing	750	300	240	240	240
	Medical Records Room (Behavioral and Nursing)	400	430	380	200	200

MEDICAL CLINIC	Exam Rooms (2) 1 Behavioral, 1 Nursing No windows Exam Table Counter, Cabinets, and Sink	300	360	420	420	420
	Labs (2) 1 Behavioral, 1 Nursing Restroom and Storage Closet w/ Pass-through Window	200	600	490	490	490
	Restrooms (Outside of Lab/Exam Rooms)	105	140	160	140	140
	General Storage (Closets)	100	80	100	100	100
	Interview Rooms (Behavioral and Nursing) (3)	380	500	410	500	500
	Medication Room Behavioral and Nursing combined Locked Cabinets Counter with Sink Refrigerator	40	64	70	70	70
	Entry/Vestibule/Lobby Entry Separate	45	120	140	240	80
	Activities Area	1,500	1,800	2,270	3,070	2,800
	Craft Room Located off or as part of the Activity Room Includes Work counters and sink	-	300	480	350	440
	Small Group Activities Room/Quiet Room Reading and other quiet activities Could also be used for religious services	-	300	290	230	290
DEPT. OF AGING	Kitchen	400	600	600	600	460
	Storage/Receiving Located near Exterior/Delivery area	250	400	190	350	260
	Restrooms Single Occupant Sized for Assistance Shower (ADA Compliant)	50	160	160	160	200
	Group Exercise Room Treadmills Nautilus Equipment	700	700	730	400	530
	General Storage (Closets)	150	120	180	210	80
	Offices (2 - 1 New, 1 Existing) Single Offices	187	240	280	390	250
	TOTAL HEALTH CENTER NET AREA TOTAL	**9,377**	**13,442**	**13,950**	**14,370**	**14,500**
	Grossing Factor (Hallways and Walls)*	**2,700**	**2,000**	**2,000**	**2,000**	**2,000**
	GROSS AREA TOTAL (GSF)	**12,077**	**15,442**	**15,950**	**16,370**	**16,500**
	GROSS AREA TOTAL PHASE I AND II (GSF)					
	*Existing building has a very wide main corridor as it was originally a school. This includes thick exterior walls and mechanical chases.					

CREATING VALUE BY DESIGN

1 Park Avenue
Milford, DE 19963
(302) 424-1441

601 East Main Street, Suite 100
Salisbury, MD 21804
(410) 543-9091

106 Washington Street, Suite 103
Easton, MD 21601
(410) 770-4744

CIP Project Name:	Ocean Pines Library Restroom Renovation
Project Director (Name & Title):	Jennifer Ranck, Library Director
Phone Number:	410-632-2600
Project Location:	Ocean Pines Library, 11107 Cathell Road, Ocean Pines, MD 21811

Project Summary

This project will renovate the public restrooms, the staff restroom, and the drinking fountain. The Ocean Pines branch opened in 1999 and is the busiest branch in the Worcester County Library system, accounting for about 1/3 of the system's circulation. Since opening over 25 years ago, the building has been visited 1.8 million and the restrooms are showing their age.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			45,000					**45,000**
Land Acquisition								**0**
Site Work								**0**
Construction			225,000					**225,000**
Equipment/Furnishings			150,000					**150,000**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**420,000**	**0**	**0**	**0**	**0**	**420,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match			210,000					**210,000**
State Loan								**0**
Assigned Funds			210,000					**210,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**420,000**	**0**	**0**	**0**	**0**	**420,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
New restrooms will last approximately 25-30 years.

Will this project generate revenue?
No, this project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
Yes, the Maryland State Library Agency offers a Capital Grant program that may cover up to 50% of the project. Grants are due each Spring (approximately May 20) for the fiscal year following the next year. (For example, FY 27 grant applications were due May 2025. If this project is approved for FY 29 cycle, the grant would be due sometime in May 2027.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
New and renovated restrooms require the addition of changing facilities for the personal care needs of teens and adults, as well as baby changing facilities.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No impacts to personnel expenditures. New water-saving fixtures and/or touchless technology may decrease the use of water and subsequent charges.

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

PROJECT:	DATE:
Ocean Pines Library	September 8, 2025
LOCATION: Ocean Pines, MD	JOB NO.:
OWNER: Worcester County	DESIGN STATUS OF ESTIMATE: Preliminary

BASE BID

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Demolition / Disposal	1	LS	$ 5,000.00	$ 5,000.00
New Interior Walls	1,200	SF	$ 15.00	$ 18,000.00
New Ceiling	480	SF	$ 7.00	$ 3,360.00
New Flooring	480	SF	$ 12.50	$ 6,000.00
Doors / Frames / Hardware	2	Units	$ 1,600.00	$ 3,200.00
Plumbing System Work	300	SF	$ 300.00	$ 90,000.00
HVAC / Ductwork	1	Unit	$ 15,000.00	$ 15,000.00
Electrical	480	SF	$ 12.00	$ 5,760.00
SUBTOTAL				**$ 146,320.00**
STATE WAGE RATES (20%)				**$ 29,264.00**
CONTRACTOR OH & P (10%)				**$ 14,632.00**
CONTINGENCY (10%)				**$ 14,632.00**
TOTAL COST				**$ 204,848.00**

NOTES:

CIP Project Name:	Logistical Storage Building at the Fire Training Center
Project Director (Name & Title):	Matthew Owens, Fire Marshal
Phone Number:	410-632-5666
Project Location:	Fire Training Center

Project Summary

The proposed storage building will house vehicles and equipment for the Fire Marshal's Office, the Department of Emergency Services and the Sheriff's Office. The proposed building will hold the current 22 vehicles and trailers used by all three departments. Plus the building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous material responses (CBRNE) and a secure impound facility. Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. This proposed project has a scheduled pre-bid meeting date and a scheduled bid opening date.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work	181,500					181,500		**363,000**
Construction	250,000					2,868,500		**3,118,500**
Equipment/Furnishings	66,000							**66,000**
Other - Please Specify	275,000							**275,000**
TOTAL	**772,500**	**0**	**0**	**0**	**0**	**3,050,000**	**0**	**3,822,500**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds						3,050,000		**3,050,000**
Other - Casino Funds	772,500							**772,500**
TOTAL	**772,500**	**0**	**0**	**0**	**0**	**3,050,000**	**0**	**3,822,500**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**25,630**	**0**	**0**	**0**	**0**			**25,630**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

30+ years

Will this project generate revenue?

No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

The impacts, from a financial standpoint, would be limited. From a personnel standpoint, no immediate additional personnel is projected. There would be an increase in maintenance cost due to the larger size building.

CIP Operating Impact Projections

Project: Storage Building at the Fire Training Center

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities	11,000					**11,000**
Telephone	550					**550**
Custodial	2,750					**2,750**
Cleaning	330					**330**
Maintenance Repairs	6,600					**6,600**
Refuse	1,100					**1,100**
Fire/Security Alarm	2,200					**2,200**
Internet	1,100					**1,100**
Vehicle Expense						**0**
Other						**0**
						0
EXPENDITURES						
Operating TOTAL	**25,630**	**0**	**0**	**0**	**0**	**25,630**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	25,630	0	0	0	0	25,630

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No new personnel is expected at this time.

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Utility cost will be increased because of this new building.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Maintenance cost will increase because of this new building.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.
Insurance cost will increase because of this new building.

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.
There will be a fire alarm system, sprinkler protection, and security system to include cameras.

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?
There will be a one-time furniture and equipment cost.

CIP Project Name:	Outdoor Warning Siren Replacement
Project Director (Name & Title):	James E Hamilton, JR - Deputy Director
Phone Number:	410.632.3080
Project Location:	Countywide

Project Summary

This project fully replaces the countywide public warning system that is inclusive of sirens and has options to provide building based and portable emergency notifications. This project is currently being bid with proposals opened on September 9, 2025. Project funding within CIP is being informed by proposals received. Project is divided into four phases. Based upon funds so far allocated, it is anticipated that Phases 1 and 2 will be able to be completed with currently assigned funding and phases 3 and 4 with funds programmed here for FY27. Of note in Phase 4, the project targets high risk areas such as campgrounds and public parks.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	1,200,000					725,000		**1,925,000**
Equipment/Furnishings						675,000		**675,000**
Other - Please Specify								**0**
TOTAL	**1,200,000**	**0**	**0**	**0**	**0**	**1,400,000**	**0**	**2,600,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,200,000					1,400,000		**2,600,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,200,000**	**0**	**0**	**0**	**0**	**1,400,000**	**0**	**2,600,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**18,300**	**18,300**	**18,300**	**18,300**	**18,300**			**91,500**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? Project is being procured with a life expectancy before replacement of 20 years.

Will this project generate revenue? This project will NOT generate revenue

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

Staff or continuing to work toward obtaining federal mitigation grant funds to support this project. The RFP is structured to require vendors to work within the terms of a federal award (contracting, labor, and environmental/historic requirements) should those funds become available.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No

Is there a Federal or State mandate related to this project? If so, please elaborate:

No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Current estimates based on proposals received suggest between $13,00 - $27,000 annual maintenance costs in years 1-5 and escalating every five years to an estimated $18,500 - $70,000 per year in years 16-20.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities	5,000	5,000	5,000	5,000	5,000	**25,000**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs	13,300	13,300	13,300	13,300	13,300	**66,500**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other						**0**
						0
EXPENDITURES						
Operating TOTAL	**18,300**	**18,300**	**18,300**	**18,300**	**18,300**	**91,500**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	18,300	18,300	18,300	18,300	18,300	91,500

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

No changes to staffing anticipated. This project contemplates a turn-key maintenance contract

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Some locations may require new electrical services. Baseline electrical utility costs are contemplated on the high end in the impact projection.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

New vendor maintenance agreement is contemplated and included in operating impact projection.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.

As project progresses, it is anticipated that Risk Management will consider adding equipment to insurance policies however at this time substantive increases in cost are not anticipated

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.

Contemplated and included in project costs

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

All costs are contemplated and included.

CIP Project Name:	Public Safety Facility
Project Director (Name & Title):	Sheriff Matthew Crisafulli
Phone Number:	410-632-1111
Project Location:	U.S. Route 113. Adjacent to Worcester VoTech, Newark, Maryland

Project Summary

The current facility for the Worcester County Sheriff's Office was designed for approximately 46 law enforcement personnel. As you are aware with the community needs and the state mandates, sworn law enforcement personnel has grown to 96. This does not include an increase in civilian staff. Currently, space is limited at best to function in a manner that productive and safe. Public access to the Sheriff's Office can be inhibited by being on the basement floor of the Government Center. This can also cause a potential public safety issue. An example of this is current sex offenders and individuals that are wanted for serious crimes have to travel through an unsecure location of the government center to get to the Sheriff's Office. This poses an unsafe environment for the general public visiting the government center and for the employees. The Sheriff's Office currently receives funding to lease facility space in Berlin, Maryland. The space is utilized to provide work space for all major crimes detectives, CAC detectives, drug enforcement detectives, digital forensics, and analysts. Having all staff working in one location provides an environment that is not only more productive but also enhances oversight. The Federal funding that the Sheriff's Office receives for the lease space in Berlin can be diverted towards other effective investigative needs once all personnel is working under one location. The current foot print for the Sheriff's Office also poses challenges, such as personnel, sworn and civilian, have to travel through a prisoner holding area in order to get from one side of the facility to the other.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	213,000							**213,000**
Land Acquisition								**0**
Site Work		855,000	315,000					**1,170,000**
Construction			44,350,000					**44,350,000**
Equipment/Furnishings				355,000				**355,000**
Other - Please Specify								**0**
TOTAL	**213,000**	**855,000**	**44,665,000**	**355,000**	**0**	**0**	**0**	**46,088,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	213,000			355,000				**568,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds		855,000	44,665,000					**45,520,000**
Other - Please Specify								**0**
TOTAL	**213,000**	**855,000**	**44,665,000**	**355,000**	**0**	**0**	**0**	**46,088,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**260,500**	**262,500**	**264,500**			**787,500**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

Its unknown what the useful life would be for a facility, however, we would design this facility to accommodate expansion for the future.

Will this project generate revenue?

This project will not generate any revenue. other than the revenue that is already being generated by the WCSO.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

WCSO is unaware of any current grants available for this project; however, we are constantly checking for the availability of grants to assist in supporting this project.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

Does not qualify for this type of funding.

Is there a Federal or State mandate related to this project? If so, please elaborate:

These is no known state of federal funding associated with this project, however, if 911 / Emergency Services was included into this project, there maybe some state funding available.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Utilities and maintenance of this property would increase due to being a new standalone property and not part of the government center.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities			27,000	27,000	27,000	**81,000**
Telephone			210,000	212,000	214,000	**636,000**
Custodial			5,000	5,000	5,000	**15,000**
Cleaning			8,000	8,000	8,000	**24,000**
Maintenance Repairs						**0**
Refuse			1,000	1,000	1,000	**3,000**
Fire/Security Alarm			7,500	7,500	7,500	**22,500**
Internet			2,000	2,000	2,000	**6,000**
Vehicle Expense						**0**
Other						**0**
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**260,500**	**262,500**	**264,500**	**787,500**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	0	260,500	262,500	264,500	787,500

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

As you are aware, the State of Maryland has imposed a number of unfunded mandates for law enforcement in general that has caused additional positions to be funded, which is part of the work space issue that we are currently experiencing. WCSO is not currently aware of any additional needed positions directly related to an increase in square footage for work space. Any needs for additional personnel would be a request directly related to law enforcement operational needs within Worcester County, such as patrol deputies, etc. It is unknown at this time if there will be any additional unfunded mandates passed by the legislature.

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Due to being a new stand-alone facility, the cost for utilities would increase. However, based on the desired location, sewer and fiber would be easily accessible.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

There would be additional costs for custodial services and any maintenance performed by Worcester County and/or a vendor.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.

It is unknown what the insurance cost would be for this facility.

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.

The majority of our current telecommunications equipment would be moved with us; however, there maybe a request for additional equipment. What that equipment would be and cost of that equipment is unknown at this time.

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

As much as possible, the existing furniture at WCSO would be utilized in the new facility. However, there is a number of work spaces within WCSO with furniture that would need to be replaced.

CIP Project Name:	Asphalt Overlay/Pavement Preservation of County Roads
Project Director (Name & Title):	Dallas Baker Jr., P.E.,Public Works Director
Phone Number:	410-632-5623
Project Location:	Various roads throughout Worcester County

Project Summary

In FY10 the Highway User Revenue (HUR) was cut significantly, therefore the General Fund had to begin funding the cost of our paving projects. Due to many factors including but not limited too; existing age of our roadway surfaces, increased vehicular traffic on our roadways, and increased cost in materials and labor for hot mix asphalt, the miles of roadway we can repave is getting less with the current funding levels. The Road's Division has explored other resurfacing options such as slurry seal to help preserve our roadways but not all roadways meet the criteria and must be repaved to restore the surface back to a safe and smooth riding surface.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752		**9,051,752**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,500,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,551,752**	**0**	**9,051,752**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,551,752		**9,051,752**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,500,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,500,000**	**1,551,752**	**0**	**9,051,752**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
20+ years

Will this project generate revenue?
N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:
N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Since our paving projects are funded by the General Fund, increasing this puts a strain on the County's General Fund budget.

CIP Project Name:	Gum Point- Construction
Project Director (Name & Title):	Dallas Baker Jr., P.E.,Director
Phone Number:	410-632-5623
Project Location:	Gum Point Road Berlin,MD 21811

Project Summary

Two crossroad pipes are showing signs of failure under the roadway. The Road's Division had an engineering firm design and develop a scope of work to repair them by slip lining them. Slip lining a pipe would seal up any holes, gaps in the current pipe and provide a new wear surface on the inside of the current pipes.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	300,000							**300,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	300,000							**300,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**300,000**	**0**	**0**	**0**	**0**	**0**	**0**	**300,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
20+ years

Will this project generate revenue?
N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:
N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
N/A

CIP Project Name:	Unionville Road Pipe Replacement
Project Director (Name & Title):	Dallas Baker Jr., P.E., Director of Public Works
Phone Number:	410-632-5623
Project Location:	Unionville Road, Pocomoke, MD

Project Summary

Road's Division is seeking funding to replace two failed crossroad pipes on Unionville Road located in Pocomoke, MD. This road is the designated truck route for the area and gets a lot of heavy truck traffic everyday. Upon reviewing this project, we realized the scope of work is beyond our capabilities at the Road's Division and feel it would be safer and more efficient to contract this project out.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	1,500,000							**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,500,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,500,000							**1,500,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**0**	**1,500,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

25+ years

Will this project generate revenue?
N/A

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
N/A

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:
N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
N/A

CIP Project Name:	Recreation Center - HVAC replacement
Project Director (Name & Title):	Kelly Rados, Director Recreation & Parks
Phone Number:	410-632-2144 x2502
Project Location:	Worcester County Recreation Center, 6030 Public Landing Road, Snow Hill, MD 21863

Project Summary

This project would include replacement of the existing gas-fired HVAC equipment serving the gym with new heat pump and gas heating HVAC equipment. The current gymnasium HVAC units are undersized and inadequate and are past their useful life expectancy.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						91,000		**91,000**
Land Acquisition								**0**
Site Work								**0**
Construction	118,680					1,433,600		**1,552,280**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**118,680**	**0**	**0**	**0**	**0**	**1,524,600**	**0**	**1,643,280**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	118,680					1,524,600		**1,643,280**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**118,680**	**0**	**0**	**0**	**0**	**1,524,600**	**0**	**1,643,280**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
General preventative maintenance and continued maintenance repairs

Gipe Associates, Inc.
CONSULTING ENGINEERS

PB. #: 25426
Easton Office

August 29, 2025

Mr. Vincent Arillo
Worcester County Government
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

Project: Worcester County Recreation Center – Multipurpose Space – HVAC Replacement
Reference: Mechanical and Electrical Engineering/CA Services Fee Proposal Letter

Dear Vincent:

We are pleased to submit our fee proposal for the performance of mechanical and electrical engineering services on the above referenced project. The project scope will be based on Recommendation 4A from our HVAC Study Report dated June 5, 2025. In addition to Recommendation 4A discussed in the study, we will provide motorized breakers for the 2014 additional electrical loads. This scope of work addresses the systems in the multi-purpose space.

The scope of our work would include mechanical (including heating, ventilation, and air conditioning), electrical (including power, interior lighting, site lighting, fire alarm, telecommunications, security), plumbing, and fire protection system design and contract administration for the Worcester County Recreation Center – Multipurpose Space – HVAC Replacement Project located in Snow Hill, Maryland.

The construction budget is approximately $1,478,891.00 for the HVAC equipment and $18,000.00 for the motorized breakers.

The Mechanical and Electrical Systems design are based on a multi-purpose facility of approximately 37,000 square feet.

Design phase services shall include the following:

1. Field investigations which may be necessary for the mechanical and electrical phases of work. Investigations will be based on visual observations and review of existing building drawings provided by the Owner.

2. Preparation of the design plans and specifications for the mechanical and electrical phases of work. Specifications will be prepared utilizing Gipe standard office specifications and format.

3. Demolition and new work drawings in AutoCAD format. Our fee also assumes that electronic backgrounds in shall be provided for our use in the preparation of the Construction Documents.

1220 East Joppa Road
Suite 223
Towson, Maryland 21286
TEL 410.832.2420
FAX 410.832.2418

8719 Brooks Drive
Post Office Box 1147
Easton, Maryland 21601
TEL 410.822.8688
FAX 410.822.6306

4. Front End/Bidding Documents.

5. Preparation of an estimate of probable cost associated with the work we design.

Bidding phase services shall include the following:

1. Prepare addendums if needed during the bidding phase.

2. Respond to Contractor RFIs during the bidding phase.

3. Review of bids for the portion of work we design.

4. Preparation of Owner/Contractor Agreement.

Contract Administration phase services shall include the following:

1. Review of shop drawing submittals for the portion of work we design. We shall review and take appropriate action on shop drawings, product data, samples, and other submittals required by the Contract Documents. Such review shall be only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents and does not include review of quantities, dimensions, weights or gauges, fabrication processes, sequence of work, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the responsibility of the Contractor. Review of submittals shall be conducted with reasonable promptness consistent with sound professional practice. Review of a specific item shall not indicate acceptance of an assembly of which the item is a component. We shall not be required to review and shall not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor shall we be required to review partial submissions or those for which submissions for correlated items have not been received. We will be entitled to additional compensation for review of submittals which require in excess of two submissions.

2. Consultation during the construction phase concerning the work we design.

3. Periodic observation of the construction work as related to M/E/P work. This would include an appropriate amount of site visits during the construction phase inclusive of pre-construction meeting, pre-installation meetings, and site visits for project punch-out/close-out.

4. Review Applications for Payment related to M/E/P work.

5. Perform a substantial completion inspection of the M/E/P work

6. Create a Certificate of Substantial Completion for the project.

7. Perform final completion inspection of the M/E/P work.

8. Review of close-out documents, test/balance reports, and O&M manuals.

Our fee for the work as outlined above would be for the following lump sum amounts:

Schematic Design Phase	Five Percent (5%)	$4,550.00
Design Development Phase	Twenty-Five Percent (25%)	$22,750.00
Construction Document Phase	Fifty-Five Percent (55%)	$50,050.00
Bidding and Negotiation Phase	Two Percent (2%)	$1,820.00
Contract Administration Phase	Thirteen Percent (13%)	$11,830.00
Lump Sum Fee	**One Hundred Percent (100%)**	**$91,000.00**

In addition to our above fee, we would be reimbursed for direct out-of-pocket expenses plus 10%, for expenses such as travel, outside reproductions, overnight/messenger deliveries, include in-house printing per drawing at $0.60 each for 18 x 24, $1.20 each for 24 x 36, $1.75 each for 30 x 42, plotting at $5.00 per Plot, 8-1/2 x 11 copy-work at $0.10 per copy, and 11 x 17 copy-work at $0.15 per copy. We estimate our reimbursables would not exceed **$2,000.00.** If we approach this estimated fee, we would advise you of any expected additional cost and obtain approval before proceeding.

If the basic services covered by this Agreement have not been completed within eighteen (18) months of the date hereof, through no fault of the consultant for this part of the project, extension of the consultant services beyond that time shall be considered additional services and Gipe Associates, Inc. shall be compensated based on the hourly rates listed under extra services.

The following items are exclusions of the M/E/P scope of services. If it is determined that any of the following exclusions are needed or desired, then the design of the same shall be treated as additional services and shall either be billed at a mutually agreed upon lump sum or on a flat hourly basis at the following billing rates which include personnel salaries, overhead and profit. In addition, we would be reimbursed for direct out-of-pocket expenses.

Role	*Rate*
Principals	$265.00/hour
Project Managers	$175.00/hour
Project Engineers	$125.00/hour
Design Engineers	$90.00/hour
Clerical	$75.00/hour

A. Alternates:
Alternate designs and bids are not included in the Engineer's basic scope of services.

B. Audio/Video Systems:
Audio and video systems design is not included in our scope of services.

C. BIM:
Building Information Modeling (BIM) is not included in Gipe Associates, Inc.'s Basic fee.

D. Commissioning:
The basic service does not include commissioning. However, we will provide commissioning specifications.

E. Communications Systems:
Telephone, data, cable television, media distribution, and similar communications systems design is not included in our scope of services.

F. Conformed Set:
Gipe Associates Inc.'s basic fee does not include providing a conformed set of documents. A conformed set generally consists of an update of the bid set documents to include all addendums and/or value engineering items.

G. Contract Administration Services beyond the following limits:

1. Up to two (2) reviews of each Shop Drawing, Product Data item.
2. Up to one (1) inspection for Mechanical/Electrical portions of the Work to determine whether such portions of the work are substantially complete in accordance with the requirements of the Contract Documents.
3. Up to one (1) inspection for Mechanical/Electrical portions of the Work to determine final completion.

H. Cost Estimating:
Cost estimating is included in Gipe Associates, Inc.'s scope of services and fee.

I. Destructive investigations and investigations of hidden conditions is not included in our scope of services.

J. Energy Modeling:
Energy Modeling is not included in our scope of services since this was performed in our HVAC Study dated June 5, 2025.

K. Extensive survey and verification of as-built conditions is not included in our scope of services.

L. Fire Alarm Systems:
Fire Alarm system design related to duct smoke detectors only is included in our scope of services.

M. Fire Pump/Fire Protection System:
The scope of services shall not include the design of a fire pump or fire protection system.

N. Front End/Bidding Documents:
The responsibility for overall project coordination, preparation of bidding requirements, preparation of General Conditions, Supplemental Conditions, bid forms, etc. and preparation of Division 01 shall be the responsibility of Gipe Associates, Inc.

O. Future Additions:
The Engineer's scope of services does not include the design of mechanical, electrical, plumbing, fire protection system design for future additions unless otherwise agreed upon in writing.

P. Hazardous Materials:
The Engineer shall not be responsible for any known or unknown hazardous materials, asbestos, on or under the existing site including underground tank identification and removal, or environmentally related deficiencies in the building related to existing excess moisture. If hazardous materials, underground tanks, asbestos, or environmental deficiencies are encountered, no part of its examination, removal or confinement shall fall within the services of this Contract. Owner shall defer to the services of a hazardous material, underground tanks specialist and/or industrial hygienist if needed. If Engineer knows or learns of hazardous materials, underground tanks, or environmentally related deficiencies on-site, he will notify Owner of such materials.

Q. LEED:
The LEED Green Building Rating System, Version 4.0, Leadership in Energy and Environment Design, published by the US Green Building Council will be excluded from this design. Should the Owner desire to pursue "Green Building Design", then Gipe Associates, Inc. reserves the right to renegotiate our fee.

R. Life Cycle Cost Analysis:
Due to Life Cycle Cost Analysis already being performed in our HVAC Study dated June 5, 2025, Life Cycle Cost Analysis shall not be performed related to mechanical system selection.

S. Lighting Design:
The scope of services shall not include the design of lighting systems, including luminaire selection, lighting calculations, lighting controls, etc.

T. Modular/Portable Facilities:
Gipe Associates, Inc.'s fee and scope does not include MEP work associated with Modular/Portable facilities.

U. Phasing:
The Engineer's scope of services includes the quantity of inspections. Should the project require phasing necessitating the need for multiple substantial completion and final completion inspections, the Owner shall compensate the Engineer hourly.

V. Preliminary studies, reports, or feasibility analysis are not included in our scope of services.

W. Preparation of Operation and Maintenance Manuals:
The preparation of Operation and Maintenance Manuals is the responsibility of the Contractor and is not in our scope of services. However, we will review the Operation and Maintenance Manuals.

X. Record Drawings:
The drawing of Record Drawings is included in Gipe Associates, Inc.'s scope of services and fee. Preparation of record drawings shall be based on Contractor's red-line markups. Upon completion of the construction, we shall compile for, and deliver to, the Owner a set of Record Drawings conforming to the construction records of the Contractor as provided to us. This set of documents shall consist of corrected plans showing the reported location of the Work. The information submitted by the Contractor and incorporated by us into the Record Drawings will be assumed to be reliable, and Gipe Associates will not be responsible for the accuracy of this information, nor the any errors or omissions which may appear in the Record Drawings as a result. We will deliver these drawings in AutoCAD (.dwg) format and PDF format via electronic file transfer and/or electronic media, e.g. USB flash drive.

Y. Reproduction of plans, specifications, or other contract documents for review or for bidding purposes unless covered under reimbursable expenses is not included in our scope of services.

Z. Security Systems:
Security systems including but not limited to access control, intrusion detection, and video surveillance systems design is not included in our scope of services.

AA. Site/Civil Engineering:
The scope of services shall not include civil engineering or site work related to mechanical/electrical systems, including but not limited to grading, fencing, etc. If it is determined that civil engineering is needed or desired, then civil engineering services shall be treated as additional services and Gipe Associates, Inc. shall engage a civil engineer for providing such additional services.

BB. Site Lighting Design:
The scope of services shall not include the design of site lighting systems, including luminaire selection, lighting calculations, pole base design, etc.

CC. Structural Engineering:
The scope of services shall not include structural engineering. If it is determined that structural engineering is needed or desired, then structural engineering services shall be treated as additional services and Gipe Associates shall engage a structural engineer for providing such additional services.

DD. State/Government Document Submissions:
Document Submissions to the State and/or Government entities is not included in Gipe Associates, Inc.'s scope of services or fee.

EE. Substitutions:
The review of Contractor initiated and proposed substitutions during the Bidding Phase or Contract Administration Phase shall not be included in Engineer's basic services. Should the Owner request in writing that the Engineer review a proposed substitution, then the Engineer shall be compensated hourly in accordance with the rates as set forth. Engineer shall record time required by Engineer and Engineer's consultants in evaluating substitution proposed or submitted

by Contractor. The Supplementary Conditions, if prepared by the Engineer, shall require the Contractor to reimburse Owner for Engineering and Engineer's consultants for evaluating such proposed substituted item.

FF. Tax/Utility Rebate Assistance:
Gipe Associates, Inc.'s basic fee does not include providing assistance in obtaining tax credits or utility rebates.

GG. Temporary Power:
The scope of services shall not include the design of a temporary power supply system to provide temporary power during planned outages for tie-ins or to accommodate phasing.

HH. Utility Locating:
Utility locating is not included in our scope of services. All underground utilities shall be located by the Owner. Utility locations shall be provided to Gipe Associates, Inc. in a timely manner.

II. Utility Service Applications:
We include design coordination with the utilities for gas and electric services (if required) including submitting the initial service applications for said services during design. We are not responsible for the utility's lack of response or delayed response to service requests or costs associated with any of their delays in responding in a timely fashion. Once the project goes to construction, it is the Contractor's responsibly, not Gipe Associates', to follow-up with the utility companies to coordinate the timely installation of said utilities.

JJ. Value Engineering:
Value engineering and/or value management is not included in the Engineer's scope of services.

KK. Water Meters:
The scope of services does not include the design or specification of a building water meter which shall be the responsibility of the Civil Engineer.

Fees would be due and payable monthly based on our invoices showing the percentage or work completed. Gipe Associates, Inc. reserves the right to stop work on this project if payment is not received within 45 days of billing. Payments not received within 45 days of invoice date would be subject to an additional charge of 1-½ percent per month (18% per annum).

Additional site visits during the construction phase and punch-out/close-out would be performed on call and at the rate of $500.00 per person per trip, plus reimbursable expenses.

This Agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by an estimate by Gipe Associates, Inc. of the percentage completion of the project at the time of termination plus any reimbursable expense due to termination.

If you are not a corporation and subsequent to the making of this Agreement you incorporate your business with or without the knowledge of Gipe Associates, Inc., you agree to be jointly and severally liable to Gipe

Associates, Inc. for any indebtedness incurred by or transferred to such corporation. If you are a corporation or partnership and you are not a general partner, your signing this letter warrants that you are duly authorized to do so and you agree to be jointly and severally liable with the corporation or partnership for any indebtedness owing by them to Gipe Associates, Inc.

In the event that your account with Gipe Associates, Inc. becomes delinquent and past due, and Gipe Associates, Inc. engages the services of an attorney to collect the account, then, subject to the applicable law, you and any person jointly and severally liable with you, agree to reimburse to Gipe Associates, Inc. attorneys' fees in an amount equal to 20% of the amount due, whether or not litigation is commenced and court costs.

Ownership of plans, maps, drawings and all other documents, including original drawings, field notes and data are to remain the property of Gipe Associates, Inc. as instruments of service. Upon payment of all services billed, the Owner may at his expense obtain a set of reproducible record prints and drawings and copies of other documents in consideration of which the Owner will use them solely in connection with this project and no other project.

Neither this contract nor any rights or duties hereunder may be assigned or delegated to any other person or entity without the express written consent of Gipe Associates, Inc.

We appreciate the opportunity of submitting this proposal. If these terms are agreeable, please sign and return one copy for our files.

Sincerely,

GIPE ASSOCIATES, INC.

David R. Hoffman, P.E., LEED AP
President

DRH/pvm

WORCESTER COUNTY GOVERNMENT

Accepted: _____

Date: _____

CIP Project Name:	Ocean City Inlet Dredging
Project Director (Name & Title):	Robert Mitchell, LEHS, REHS/RS, Director of Environmental Programs
Phone Number:	410-632-1220
Project Location:	Ocean City Inlet

Project Summary

This project will utilize $9.6 M allocated in Federal FY25 to dredge the Ocean City Inlet to its authorized depth + 2 feet. Work will also include dredging federal channels to Isle of Wight and Sinepuxent if there are remaining funds/capacity to do so. These are separate funds from regular, ongoing projects that annually provided sediment removal to the OC Inlet area. The local component is considered a match and consists of the requirement to locate, secure, and prepare/maintain a suitable site or sites for the dredge disposal. This component could have funding involved if in-kind services are not sufficient to provide this project with the disposal capacity necessary for placement of the removed sediment.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	6,300,000	3,050,000						**9,350,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**6,300,000**	**3,050,000**	**0**	**0**	**0**	**0**	**0**	**9,350,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds	6,200,000	3,000,000						**9,200,000**
State Match								**0**
State Loan								**0**
Assigned Funds	100,000	50,000						**150,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**6,300,000**	**3,050,000**	**0**	**0**	**0**	**0**	**0**	**9,350,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
The abatement of the shoaling depends on the weather and the tides. This scale of sediment removal has not been attempted for some time so we expect the project to provide at least 5-10 years of clearance before issues arise where annual maintenance dredging is not keeping up with sediment accretion in the inlet and federal channels.

Will this project generate revenue?
This may generate revenue for local businesses through federal contracts for the dredging. This will benefit local commerce for charter and recreational fishing and the commercial harbor and the fishermen utilizing that harbor as the inlet and channels will be cleaned out in a way that hasn't been done in a long time. If we are able to use the material for resiliency projects, that material may save costs for project funding for those grant funded projects that will protect waterfront communities.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
The US Army Corps of Engineers has already secured an additional $9.6 M in federal funds for their portion of the project.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
We may have some cost-share from the state and other parties. This might be part to

Is there a Federal or State mandate related to this project? If so, please elaborate:
The federal funding of maintenance dredging of designated US shipping channels is highly subject to Congressional budget approval. This was an ask of the Baltimore Corps District to fund this project and it was granted.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
The County is responsible for a local match component limited to securing and providing outlets for the dredged materials. There may be in-kind or actual funds expended in this effort to secure and prepare land-based site(s) to receive those materials.

CIP Project Name:	Buckingham Elementary School
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Buckingham Elementary School, 100 Buckingham Road, Berlin, MD 21811

Project Summary

A feasibility study for the Buckingham Elementary School (BES) project began in July 2022. The study documented existing building, site, and instructional deficiencies at BES and presented options to address them. In January 2023, the Worcester County Board of Education approved the construction of a replacement school on the existing site, followed by approval from the Worcester County Commissioners in March 2023. Educational Specifications were completed in May 2023, and Conceptual Planning was finalized in September 2023.

After the State determined the BES replacement school project was ineligible for State funding, a BES Workgroup was formed in May 2024 to review alternatives. The Workgroup evaluated five options and recommended proceeding with construction of the BES replacement school, to be followed by a Berlin Intermediate School replacement project. This recommendation will be presented to the Board of Education on September 17, 2024, and to the County Commissioners in October 2024.

In May 2025, the Worcester County Board of Education (WCBOE) and Worcester County Commissioners approved the project's Schematic Design.

All information and costs included in this form are contingent upon approval by both the Board of Education and the Worcester County Commissioners, as well as the successful execution of a Memorandum of Understanding between the Commissioners and the State.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	562,520	358,656	358,656	60,466		1,827,088	631,826	**3,799,212**
Land Acquisition								**0**
Site Work	689,532	4,137,134	4,137,224	689,532				**9,653,422**
Construction	3,704,226	22,225,213	22,225,213	4,297,851				**52,452,503**
Equipment/Furnishings				1,780,881				**1,780,881**
Other - Please Specify	676,263	1,348,008	1,348,008	224,661		83,547		**3,680,487**
TOTAL	**5,632,541**	**28,069,011**	**28,069,101**	**7,053,391**	**0**	**1,910,635**	**631,826**	**71,366,505**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	394,671	11,277,000	11,277,000	947,000		1,860,329		**25,756,000**
State Loan								**0**
Assigned Funds						50,306	631,826	**682,132**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds		16,792,011	16,792,101	6,106,391				**39,690,503**
Other - Built to Learn State Funding	5,632,541							**5,237,870**
TOTAL	**5,632,541**	**28,069,011**	**28,069,101**	**7,053,391**	**0**	**1,910,635**	**631,826**	**71,366,505**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? The useful life of the Buckingham Elementary School replacement project is estimated at **30–50 years**. This timeframe reflects the expected longevity of new school facilities constructed to current State and local standards. The project replaces the existing 46-year-old facility, which has aging structural, mechanical, and electrical systems, and requires ongoing maintenance and the use of portable classrooms. By incorporating energy-efficient design features and modern building systems, the replacement school is anticipated to provide decades of reliable service to students, staff, and the community before major reinvestment is required.

Will this project generate revenue? The project will not generate revenue.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
State school construction funding will be requested through the Interagency Commission on School Construction (IAC) and the Maryland Stadium Authority (MSA) under the Built-to-Learn program. The maximum amount of State funding will be established through a Memorandum of Understanding (MOU) between the IAC and the County Commissioners.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? The State funding calculation for the project is $25,756,000, including Build to Learn (BTL) funding.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Buckingham Elementary School replacement project will result in a facility larger than the existing 49,000 square feet. However, the inclusion of energy-efficient design features and modern building systems with reduced maintenance requirements is expected to minimize any significant increase in General Fund operating expenditures.

CIP Project Name:	Berlin Intermediate
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Berlin Intermediate School, 309 Franklin Ave, Berlin, MD 21811

Project Summary

The Buckingham Elementary School (BES) Replacement Project sought to construct a new facility that addresses aging infrastructure and provides a modern learning environment to meet the needs of students, staff, and the Berlin community.

Following the State's determination that the BES replacement project was not eligible for State funding, Worcester County Public Schools convened a BES Workgroup in May 2024. The Workgroup evaluated five potential options to advance the project. The option to proceed with construction of a BES replacement school, followed by a Berlin Intermediate School (BIS) replacement school, was endorsed by the Workgroup and is scheduled to be presented to the Board of Education on September 17, 2024, and to the County Commissioners in October 2024.

WCPS is currently completing a Feasibility Study to determine whether renovation or full replacement of the existing BIS facility is the most viable option and to identify projected funding requirements.

All cost estimates and information included in this submission remain contingent upon approval by both the Board of Education and the Worcester County Commissioners, as well as the successful execution of a Memorandum of Understanding between the County Commissioners and the State.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	2,776,995	246,131	151,895	473,508		180,000	474,435	**4,302,964**
Land Acquisition								**0**
Site Work				4,978,798			5,808,598	**10,787,396**
Construction				26,890,023	10,984,500		20,925,078	**58,799,601**
Equipment/Furnishings							2,017,014	**2,017,014**
Other - Please Specify	94,624		511,474	1,644,180			1,918,218	**4,168,496**
TOTAL	**2,871,619**	**246,131**	**663,369**	**33,986,509**	**10,984,500**	**180,000**	**31,143,343**	**80,075,471**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	2,027,000			10,133,500	10,984,500			**23,145,000**
State Loan								**0**
Assigned Funds	844,619	246,131	663,369			180,000		**1,934,119**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds				23,853,009			31,143,343	**54,996,352**
Other - Please Specify								**0**
TOTAL	**2,871,619**	**246,131**	**663,369**	**33,986,509**	**10,984,500**	**180,000**	**31,143,343**	**80,075,471**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-50 years

Will this project generate revenue? No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Maximum State funding (preliminarily $23,145,000) will be determined through the MOU between the IAC and the County Commissioners.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? The preliminary State funding calculation for the project is $23,145,000 pending BOE and Commissioner approval and execution of the MOU.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Berlin Intermediate Replacement (or renovation) School project will provide more efficient square footage than the existing 101,000 square feet facility. Also, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds should be lessened compared to those of the existing 54-year-old building.

CIP Project Name:	Replace Roof: Worcester Technical High School
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Worcester Technical High School, 6290 Worcester Highway, Newark, MD. 21801

Project Summary

This project will replace the existing shingle roof system at Worcester Technical High School, which has reached the end of its serviceable life after repeated leak repairs and documented condition ratings of 1.5–2.5 out of 4 during annual inspections.

The work will include removal of all existing shingles, installation of new insulation and high-temperature underlayment, and construction of a new standing seam metal roof system across all roof sections (approx. 58,000–65,000 sq. ft. based on Eagle View measurements). The scope also includes:
- Installation of new gutters and downspouts throughout.
- Snow retention systems at all required slopes.
- Metal coping, edge, and fascia systems meeting ANSI-SPRI ES-1 standards.
- All insulation installed to meet or exceed the State of Maryland R-30 requirement.
- Factory Mutual–approved systems and components.

Upon completion, the new system will carry a 30-year warranty, providing long-term protection and significantly reducing ongoing leak response and repair costs.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	398,000							**398,000**
Land Acquisition								**0**
Site Work								**0**
Construction	2,729,828	7,856,000						**10,585,828**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**3,127,828**	**7,856,000**	**0**	**0**	**0**	**0**	**0**	**10,983,828**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	3,127,828	2,378,000						**5,505,828**
State Loan								**0**
Assigned Funds		5,478,000						**5,478,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify FY27 State CIP Request								**0**
TOTAL	**3,127,828**	**7,856,000**	**0**	**0**	**0**	**0**	**0**	**10,983,828**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-40 years

Will this project generate revenue? No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? Yes. WCPS anticipates decreased utility costs at Worcester Technical High School upon completion of the project due to improved building envelope insulation characteristics. In recent years, ongoing maintenance expenditures have risen significantly to address roof deficiencies. With the installation of the new roof system, these recurring maintenance requirements will be substantially reduced, resulting in long-term operational savings for the General Fund.

CIP Project Name:	Stephen Decatur Roof Replacement
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Stephen Decatur High School, 9913 Seahawk Rd, Berlin, MD 21811

Project Summary

Stephen Decatur High School originally opened in 1958 and underwent a major renovation and addition project, including a roof replacement, in 2002. The first phase of this work was completed in 1999, meaning portions of the current roof will be approximately 30 years old when the planned roof replacement project begins in 2028.

Evaluations and inspections conducted by both the WCPS roofing consultant and State of Maryland maintenance inspectors have consistently identified deficiencies in the existing roof system, including blisters, seam separations, pitch pan failures, drain issues, and expansion joint deterioration. The roof has been assigned an overall condition rating of Fair/Poor.

This project will replace the aging built-up roof system with a new, durable roofing system designed to address current deficiencies and extend the useful life of the facility.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		282,000						**282,000**
Land Acquisition								**0**
Site Work								**0**
Construction		4,000,009	11,032,008					**15,032,017**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**4,282,009**	**11,032,008**	**0**	**0**	**0**	**0**	**15,314,017**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match		282,000	7,032,000					**7,314,000**
State Loan								**0**
Assigned Funds		4,000,009	4,000,008					**8,000,017**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other								**0**
TOTAL	**0**	**4,282,009**	**11,032,008**	**0**	**0**	**0**	**0**	**15,314,017**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Yes, WCPS listed the SDHS Roof Replacement in its Future Projects through the IAC and will request funding in FY28.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? Yes, WCPS will request fundingfrom the IAC in FY28.

Is there a Federal or State mandate related to this project? If so, please elaborate: N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? WCPS anticipates decreased utility costs at Stephen Decatur High School following completion of the project, due to improved building envelope insulation. In recent years, ongoing maintenance requirements have increased to address roof deficiencies; however, these needs will be significantly reduced once the new roof is installed.

CIP Project Name:	Ocean City Elementary School Roof Replacement
Project Director (Name & Title):	Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number:	410-632-5063
Project Location:	Ocean City Elementary School, 12828 Center Dr, Ocean City, MD 21842

Project Summary

Ocean City Elementary School, opened in 2005, will undergo a roof replacement in 2029 when the existing shingle and built-up roof systems reach 24 years of service. The project will remove the current assemblies and install new roofing designed to correct deficiencies documented in recent inspections, including wind-damaged shingles, seam separations, drainage failures, and deteriorating expansion joints. The scope of work includes replacement of shingle and built-up roof sections, updated drainage systems, improved flashings and pitch pans, and insulation that meets or exceeds State performance standards. The new system will provide a long-term warranty, reduce maintenance needs, and ensure a watertight, reliable building envelope. With enrollment projected to rise from 548 students in 2024 to 648 by 2033, this project is critical to protecting the facility and supporting a safe, effective learning environment for the growing student population on the northern end of Worcester County.

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			115,000					**115,000**
Land Acquisition								**0**
Site Work								**0**
Construction				6,120,500				**6,120,500**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**115,000**	**6,120,500**	**0**	**0**	**0**	**6,235,500**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match			115,000	2,860,000				**2,975,000**
State Loan								**0**
Assigned Funds				3,260,500				**3,260,500**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other -								**0**
TOTAL	**0**	**0**	**115,000**	**6,120,500**	**0**	**0**	**0**	**6,235,500**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant? Yes, WCPS listed the SDHS Roof Replacement in its Future Projects through the IAC and will request funding in FY28.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding? Yes, WCPS will request fundingfrom the IAC in FY28.

Is there a Federal or State mandate related to this project? If so, please elaborate: N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? WCPS anticipates decreased utility costs at Stephen Decatur High School following completion of the project, due to improved building envelope insulation. In recent years, ongoing maintenance requirements have increased to address roof deficiencies; however, these needs will be significantly reduced once the new roof is installed.

CIP Project Name:	Wor-Wic Student Success and Wellness Center
Project Director (Name & Title):	Jennifer Sandt, Vice President for Administrative Services
Phone Number:	410-334-2911
Project Location:	32000 Campus Drive, Salisbury MD 21804

Project Summary

A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include offices for several departments within the student affairs division, including a new athletic department. Additional offices/suites are planned for the public safety department and a new events department. We also vision the building to include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms with a stage for performances, a food service/concession space, the college bookstore, an esports arena, and conference rooms. Comfortable and collaborative spaces designed for students to study, relax and socialize, such as lounges, study zones, a meditation/religious observance room, rooms for student clubs and the food pantry, will also be included. An outdoor multi-purpose athletic field with a track and a field house are also planned as part of the project. The college will need to redesign at least one roadway and some parking areas as part of this project. The college currently has a space deficit for offices, and student wellness and recreational spaces. The new building, field and roadway work is projected to cost approximately $84.5 million. The cost estimate was provided by Forella Group in March 2025 as part of consulting services to assist with writing the State program. If approved, the State would fund 75% of the project. The college is submitting a request to Worcester and Wicomico Counties for consideration, as part of their Capital Improvement Plans, for the 25% local share of the project.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			529,925					**529,925**
Land Acquisition								**0**
Site Work								**0**
Construction				2,522,713	2,522,712			**5,045,425**
Equipment/Furnishings					237,050			**237,050**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**529,925**	**2,522,713**	**2,759,762**	**0**	**0**	**5,812,400**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds			529,925	2,522,713	2,759,762			**5,812,400**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**529,925**	**2,522,713**	**2,759,762**	**0**	**0**	**5,812,400**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
50+ years

Will this project generate revenue?
NA

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
NA

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
State capital funding of 75% of the project, if approved

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
Impacts to the college's operating budget

CIP Project Name:	Landings Water Tower Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Landings Water Tower (Landings Service Area)

Project Summary

Painting and rehabilitation of the Landings Water Tower. Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks. The Landings water tower was last painted in 2004 and the coating system is due to be redone.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	30,000							**30,000**
Land Acquisition								**0**
Site Work								**0**
Construction	550,000							**550,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**580,000**	**0**	**0**	**0**	**0**	**0**	**0**	**580,000**
SOURCES OF FUNDS								
General Fund								**0**
Waste Water User Fees								**0**
Solid Waste User Fees								
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE	580,000							**580,000**
TOTAL	**580,000**	**0**	**0**	**0**	**0**	**0**	**0**	**580,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
15-20 years, based off of estimated lifespan at other County-operated facilities

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Ocean Pines Water Well Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Ocean Pines Water Treatment (Ocean Pines Service Area)

Project Summary

Currently there are five (5) existing raw water wells that serve the Ocean Pines water service area. During high flow events, such as over the July 4th weekend, the service area experiences production shortfalls and multiple operational challenges. Equipment has failed due to age and the overall mechanical and control setup. George Miles and Buhr was contracted in November of 2024 to complete an evaluation of all production wells, to identify deficiencies, and opportunities for future improvements. Items that were identified varied from MDE/EPA deficiencies in chemical backup storage, ventilation, scada equipment, and included heavily corroded piping internal to the well house. This improvement to the Ocean Pines Drinking Water Wells is not an option, without it Worcester County's largest residential water customer can go without water.

GMB completed study outlines phase 1 necessity short term repairs that need to be completed and phase 2. Additionally, Public Works has included funding for engineering inspection and oversight during the repairs being put in place. One well will be required to be done for the next five years until completed.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000	20,000	20,000	20,000	20,000			**130,000**
Land Acquisition								**0**
Site Work								**0**
Construction	300,000	350,000	300,000	300,000	300,000			**1,550,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**350,000**	**370,000**	**320,000**	**320,000**	**320,000**	**0**	**0**	**1,680,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees	350,000	370,000	320,000	320,000	320,000			**1,680,000**
Solid Waste User Fees								
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**350,000**	**370,000**	**320,000**	**320,000**	**320,000**	**0**	**0**	**1,680,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Ocean Pines - Force Main Replacement Station N to L
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Ocean Pines Collection Station N to Station L along Ocean Parkway (Ocean Pines Service Area)

Project Summary

This project is to replace the failing force main from Station N to L. The pipe material is deteriorating and is in need of replacement. The existing force main from Stations N to L has a common line that has failures routinely over the last three years. The number of failures over the last two years is 8 breaks which has yielded fines to the service area and emergency repair work. The limits of the project would be to replace in-kind with the same size pipe but with a stronger material to the common manifold point. Historically, the same force main has been repaired over 24 times in the last 5 years based upon patches in the road.

The primary benefit of this project to the Citizens and the County is it would minimize the amount of fines, eliminate some of the emergency repair work, minimize the number of patches, routine disturbance to the neighboring property owners, and minimize the need for staff to do traffic control at such a busy intersection on the south side of Ocean Pines. (Macklin Creek and Ocean Parkway)

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction		1,500,000						**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**200,000**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees	200,000	1,500,000						**1,700,000**
Solid Waste User Fees								
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**200,000**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**1,700,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
Not yet, however, MDE has issued several fines to the County for sanitary sewer overflows related to pipe breaks along this force main. If the breaks continue to occur, MDE may issue a consent order to replace the force main.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Ocean Pines Drying Beds
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Ocean Pines WWTP (Ocean Pines Service Area)

Project Summary

This project is to design and construct drying beds in support to the new belt filter press equipment. The Ocean Pines WWTP had originally 6 drying beds 3 were utilized for sludge. During the 1994 plant upgrades, three of the drying beds were demo'ed and only three remain currently. The decrease in drying bed storage creates a operational issue for continuous wasting causing less efficient solids management within the treatment trains. The primary benefit of this project increase efficiency of the Ocean Pines Wastewater Treatment Plant solids handling activities.

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000							**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction		500,000						**500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**50,000**	**500,000**	**0**	**0**	**0**	**0**	**0**	**550,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees	50,000	500,000						**550,000**
Solid Waste User Fees								
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**50,000**	**500,000**	**0**	**0**	**0**	**0**	**0**	**550,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	River Run Sewer Interconnection to Ocean Pines
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	River Run WWTP to Ocean Pines Collections (River Run Service Area)

Project Summary

Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	100,000							**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction		2,000,000						**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**0**	**2,100,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE	100,000	2,000,000						**2,100,000**
TOTAL	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**0**	**2,100,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
40 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Newark Transite Pipe Replacement
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Newark WTP (Newark Service Area)

Project Summary

The funding will be used to replace a water main within the Newark Sanitary Service Area, which is over 50 years old. This project will help the brown water problem in the community water system. This project involves the design, permitting, and construction necessary to replace approximately 2,000 feet of aging 8-inch asbestos-lined concrete water main (Transite) with modern C900 PVC pipe. Originally installed in 1972, the existing Transite pipe has exceeded its useful life and poses both structural and water quality concerns. Over time, its rough interior has accumulated significant iron sediment, which has contributed to Newark's persistent "brown water" issues. Replacing the outdated infrastructure with smooth-lined PVC will significantly reduce sediment buildup and improve water quality for the community. Additionally, this project will replace older homes services without backflow preventions and bring them to current standards protecting our water system.

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	100,000							**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction		2,000,000						**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**0**	**2,100,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE	100,000	2,000,000						**2,100,000**
TOTAL	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**0**	**2,100,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
This project will be submitted to MDE/USDA for any potential grant/loan opportuntity. MDE did not give any funding to the project in the FY25 application.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Newark WTP Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Newark WTP (Newark Service Area)

Project Summary

Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is at the end of its useful life. The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed. Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	150,000							**150,000**
Land Acquisition								**0**
Site Work								**0**
Construction		5,887,500						**5,887,500**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**150,000**	**5,887,500**	**0**	**0**	**0**	**0**	**0**	**6,037,500**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees	150,000	487,500						**637,500**
Solid Waste User Fees								**0**
Grant Funds		2,550,000						**2,550,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA Grant/Loan		2,850,000						**2,850,000**
TOTAL	**150,000**	**5,887,500**	**0**	**0**	**0**	**0**	**0**	**6,037,500**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
40 years

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
Public works has submitted a grant funding request to USDA for this project. In addition, the project was submitted for Federal Earmarks process but was not awarded funds. The project will be submitted to MDE for additional loan/grant requests.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No, but MDE is aware of the iron sediment issues the community's water system has been facing.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Mystic Harbour Effluent Connection to Riddle Farm Lagoon
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WWTP to Riddle Farm WWTP lagoon (Mystic Harbour Service Area)

Project Summary

Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.

Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon. George Miles and Buhr provided the County with a preliminary cost estimate on July 25, 2023 outlining two paths. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was $8,551,410 and Option two total cost was $6,209,830. The costs reflected on this sheet have been updated to account for inflation.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		400,000						**400,000**
Land Acquisition								**0**
Site Work								**0**
Construction			6,100,000					**6,100,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**400,000**	**6,100,000**	**0**	**0**	**0**	**0**	**6,500,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds		400,000	6,100,000					**6,500,000**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**0**	**400,000**	**6,100,000**	**0**	**0**	**0**	**0**	**6,500,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Mystic Harbour WTP Rehabilitation
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WTP (Mystic Harbour Service Area)

Project Summary

Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, painting or siding to make the building more aesthetically acceptable, and security fencing around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

The Mystic Harbor Water Treatment Plant was constructed in 1975 and has been in continuous use since. The building the treatment equipment is housed in has never been updated. There are holes in the roof, corroded electrical panels, corroded equipment and support. In Fall 2021, local engineering firm George, Miles, & Buhr conducted a feasibility study for rehabilitating the building. Their findings include rehabilitation of the exterior and interior of the building. The exterior of the building needs a new roof, repair of the concrete block and either painting or siding to make the building more aesthetically acceptable. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition, there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		200,000						**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction		1,400,000						**1,400,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**1,600,000**	**0**	**0**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA/MDE/CDBG		1,600,000						**1,600,000**
TOTAL	**0**	**1,600,000**	**0**	**0**	**0**	**0**	**0**	**1,600,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
40 Years

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No, although Public Works has applied to MDE over the past 2 years for grant funds to cover the needed rehab. Grant applications will continue to be submitted until funding is secured.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Mystic Harbour Water To Riddle Farm
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WTP to Riddle Farm WTP

Project Summary

Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency. This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring underneath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.

This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.

	FY 27	FY 28	FY 28	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						67,765		**67,765**
Land Acquisition								**0**
Site Work								**0**
Construction		2,000,000						**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**2,000,000**	**0**	**0**	**0**	**67,765**	**0**	**2,067,765**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds						67,765		**67,765**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA/MDE		2,000,000						**2,000,000**
TOTAL	**0**	**2,000,000**	**0**	**0**	**0**	**67,765**	**0**	**2,067,765**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
40 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
Yes, $67765 has been secured for design using Tri-County grant funds. Funding has not been secured for construction however grant applications have been submitted to MDE.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name: Edgewater Pump Station Replacement

Project Director (Name & Title): Dallas Baker Jr., P.E. - Director of Public Works
Phone Number: 410-632-5623
Project Location: Edgewater Acres
(Edgewater Acres Service Area)

Project Summary

Edgewater Acres pump station replacement is to replace an existing pump station that was built in Feb 1991. This pump station serves 123 customers and is showing signs of deterioration. The wet well that holds the raw wastewater is a steel barrel and has been patched in previous years. Additionally, the station does not have an emergency bypass connection in the event of failure. The stations emergency generator is over 40 years old and parts have been obsolete. With this stations close proximity to the local water ways and residents of the area Public Works is requesting funding for design and construction.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						140,000		**140,000**
Land Acquisition								**0**
Site Work								**0**
Construction		1,000,000						**1,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**1,000,000**	**0**	**0**	**0**	**140,000**	**0**	**1,140,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees						140,000		**140,000**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE		1,000,000						**1,000,000**
TOTAL	**0**	**1,000,000**	**0**	**0**	**0**	**140,000**	**0**	**1,140,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
This project will have to be submitted to MDE for any potential grant/loan opportunity. It will not qualify for USDA funding.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Assateague Point Replacement Liner
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Assateague Point WWTP (Assateague Point Service Area)

Project Summary

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction			1,500,000					**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees		100,000						**100,000**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds			1,500,000					**1,500,000**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**0**	**1,600,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Assateague Point Replacement Liner
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Assateague Point WWTP (Assateague Point Service Area)

Project Summary

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction			1,500,000					**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees		100,000						**100,000**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds			1,500,000					**1,500,000**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**0**	**1,600,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Bali-Hi Sewer Connection
Project Director (Name & Title):	Robert Mitchell, LEHS, REHS/RS, Director of Environmental Programs
Phone Number:	410-632-1220
Project Location:	Bishopville, MD

Project Summary

This project will connect the Bali-Hi Cooperative Campground to the Lighthouse Sound WWTP. Since the Lighthouse Sound WWTP does not have the treatment capability to handle this additional flow, the campground will need to construct a package WWTP capable of providing the nutrient reduction needed to maintain compliance with the Lighthouse Sound Groundwater discharge permit. The connection of the campground will provide a large nutrient credit to the Lighthouse system, but treatment will still be necessary. Construction of a force main, pump station, and Lighthouse plant and spray field modifications will also be a part of this project.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		50,000	75,000					**125,000**
Land Acquisition								**0**
Site Work								**0**
Construction				550,000				**550,000**
Equipment/Furnishings								**0**
Other - Please Specify Capacity Costs				600,000				**600,000**
TOTAL	**0**	**50,000**	**75,000**	**1,150,000**	**0**	**0**	**0**	**1,275,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds		50,000	75,000	800,000				**925,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds				350,000				**350,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**50,000**	**75,000**	**1,150,000**	**0**	**0**	**0**	**1,275,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
The construction will have typical W&WW lifetimes of 20-30 years.

Will this project generate revenue?
This will enable a resort campground to continue to thrive, provide the County with tax and other revenues, and seasonal tourist spending their dollars in our jurisdiction. The addition of a large and stable customer for the Lighthouse Service Area is also a plus.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
The use of local Bay Restoration Grant Funds, MDE Water Quality Infrastructure Funding, and USDA Rural Development Funding will be sought.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
All options will be investigated.

Is there a Federal or State mandate related to this project? If so, please elaborate:
The need for reduction of nutrient inputs to the County's watersheds is a TMDL (Total Max Daily Loads) requirement which is both a federal and state mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
This will be an addition to a service area and will impact the Enterprise Fund budget for Lighthouse Sound.

CIP Project Name:	River Run Replacement Liner
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	River Run WWTP (River Run Service Area)

Project Summary

Replacement of the liner at the River Run lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypalon liner with a more durable 100 mil thick HDPE liner. Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			100,000					**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction				1,500,000				**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees			100,000					**100,000**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds				1,500,000				**1,500,000**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**0**	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**1,600,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Mystic Harbour Effluent Disposal Expansion
Project Director (Name & Title):	Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:	410-632-5623
Project Location:	Mystic Harbour WWTP/West OC (Mystic Harbour Service Area)

Project Summary

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			150,000					**150,000**
Land Acquisition								**0**
Site Work								**0**
Construction				3,500,000				**3,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**150,000**	**3,500,000**	**0**	**0**	**0**	**3,650,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees			150,000					**150,000**
Solid Waste User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CBDG				3,500,000				**3,500,000**
TOTAL	**0**	**0**	**150,000**	**3,500,000**	**0**	**0**	**0**	**3,650,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
30 years

Will this project generate revenue?
No

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

CIP Project Name:	Bayview Estates Sewer Connection
Project Director (Name & Title):	Robert Mitchell, LEHS, REHS/RS, Director of Environmental Programs
Phone Number:	410-632-1220
Project Location:	Bishopville, MD

Project Summary

This project will connect the Bayview Estates community of 42 homes to the Sussex County sewer system and allow their septic systems to be retired. The need to connect this community comes as septic systems are continuing to fail there and replacement systems there are becoming increasingly difficult to properly complete due to the poor soils on these waterfront lots which front on bulkheaded canals opening up to Grey's Creek, an impacted watershed. Two-thirds of the community are on the Delaware side of the state line and they are serviced by public sewer and the force main ends at the state line. These lots on the Maryland side would have grinder pumps installed which would connect to a low-pressure force main that would be installed in the community, mostly by the use of horizontal boring.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			50,000	25,000				**75,000**
Land Acquisition								**0**
Site Work								**0**
Construction				566,000				**566,000**
Equipment/Furnishings								**0**
Other - Please Specify Capacity Costs				354,900				**354,900**
TOTAL	**0**	**0**	**50,000**	**945,900**	**0**	**0**	**0**	**995,900**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds			50,000	500,000				**550,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds				445,900				**445,900**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**50,000**	**945,900**	**0**	**0**	**0**	**995,900**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
The construction will have typical W&WW lifetimes of 20-30 years.

Will this project generate revenue?
This will enable a water front community with an aggregate property value approaching $40 M to continue to thrive, provide the County with tax and other revenues. The removal of any uncertainty regarding wastewater disposal will help provide a measure of stability for the community and their pocketbooks.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
The use of local Bay Restoration Grant Funds, MDE Water Quality Infrastructure Funding, and USDA Rural Development Funding will be sought.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
All options will be investigated.

Is there a Federal or State mandate related to this project? If so, please elaborate:
The need for reduction of nutrient inputs to the County's watersheds is a TMDL (Total Max Daily Loads) requirement which is both a federal and state mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
This will be an additional service area that will be similar in nature to Edgewater Acres.

CIP Project Name:	Hidden Harbor Sewer Connection
Project Director (Name & Title):	Robert Mitchell, LEHS, REHS/RS, Director of Environmental Programs
Phone Number:	410-632-1220
Project Location:	Bishopville, MD

Project Summary

This project will connect the Hidden Harbor community of 72 homes and remaining buildable lots to the Sussex County sewer system and allow their septic systems to be retired. The need to connect this community comes as septic systems are continuing to fail there and replacement systems there are becoming increasingly difficult to properly complete due to the poor soils on these waterfront lots which front on bulkheaded canals opening up to Grey's Creek, an impacted watershed. Adjacent to this community are large communities on the Delaware side of the state line and they are serviced by public sewer and even public water and access to the force main is at the state line. These lots on the Maryland side would have grinder pumps installed which would connect to a low-pressure force main that would be installed in the community, mostly by the use of horizontal boring. There are some lots on the western portion of the community that may have the potential to subdivide if public sewer is provided.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				50,000	25,000			**75,000**
Land Acquisition								**0**
Site Work								**0**
Construction					1,260,000			**1,260,000**
Equipment/Furnishings								**0**
Other - Please Specify Capacity Costs					608,400			**608,400**
TOTAL	**0**	**0**	**0**	**50,000**	**1,893,400**	**0**	**0**	**1,943,400**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees								**0**
Grant Funds				50,000	700,000			**750,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds					1,193,400			**1,193,400**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**50,000**	**1,893,400**	**0**	**0**	**1,943,400**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**0**	**0**	**0**	**0**	**0**			**0**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?
The construction will have typical W&WW lifetimes of 20-30 years.

Will this project generate revenue?
This will enable a water front community with an aggregate property value approaching $54 M to continue to thrive, provide the County with tax and other revenues. The removal of any uncertainty regarding wastewater disposal will help provide a measure of stability for the community and their pocketbooks.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
The use of local Bay Restoration Grant Funds, MDE Water Quality Infrastructure Funding, and USDA Rural Development Funding will be sought.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?
All options will be investigated.

Is there a Federal or State mandate related to this project? If so, please elaborate:
The need for reduction of nutrient inputs to the County's watersheds is a TMDL (Total Max Daily Loads) requirement which is both a federal and state mandate.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
This will be an additional service area that will be similar in nature to Edgewater Acres. There are some lots on the western portion of the community that may have the potential to subdivide if public sewer is provided. That may positively impact the financing of this project as these lot owners and the seven (7) undeveloped lots in the community would be paying full connection and infrastructure charges as any grant received would be for existing lots only.

CIP Project Name:	Landfill Gas Collection System
Project Director (Name & Title):	David Candy, Superintendent, Solid Waste
Phone Number:	410-632-3177
Project Location:	Central Site Landfill, Newark MD

Project Summary

The Gas Collection System has to be built in the time MDE gave Counties to comply with the new Methane regulations. After results of testing done late last year, MDE has given us 1 year to design the system and 2 years to complete construction.

The Gas Collection System will attach several gas wells with header and lateral piping to extract the Methane and take the it to an enclosed flare. The flare is used to burn off the methane in a more efficient manner. EA Engineering is doing the design work on the Gas Collection System.

Cost estimate is based on engineering and design from EA Engineering.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						126,550		**126,550**
Land Acquisition								**0**
Site Work	4,500,000							**4,500,000**
Construction								**0**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**4,500,000**	**0**	**0**	**0**	**0**	**126,550**	**0**	**4,626,550**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								
Solid Waste User Fees	4,500,000					126,550		**4,626,550**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**4,500,000**	**0**	**0**	**0**	**0**	**126,550**	**0**	**4,626,550**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**17,200**	**17,200**	**17,200**	**17,200**	**17,200**			**86,000**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

The gas collection system should last for many years with preventive maintenance.

Will this project generate revenue?

No.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

Yes. The Maryland Department of the Environment is mandating Worcester County install a gas collection system.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities ELECTRIC	5,000	5,000	5,000	5,000	5,000	**25,000**
Telephone	200	200	200	200	200	**1,000**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs	2,000	2,000	2,000	2,000	2,000	**10,000**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other CONTRACTUAL SERVICES	10,000	10,000	10,000	10,000	10,000	**50,000**
						0
EXPENDITURES						
Operating TOTAL	**17,200**	**17,200**	**17,200**	**17,200**	**17,200**	**86,000**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	17,200	17,200	17,200	17,200	17,200	86,000

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

N/A

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Electricity will increase an estimated $5,000 annually.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Flare and ignitor maintenance.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.

N/A

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.

An additional cellular line will be needed for alarm service

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

N/A

OTHER:

Contractual Services - Gas well monthly tuning for correct ratio of oxygen, methane and carbon mixture.

CIP Project Name:	Cell 6 Design & Construction
Project Director (Name & Title):	David Candy, Superintendent, Solid Waste
Phone Number:	410-632-3177
Project Location:	Central Site Landfill, Newark MD

Project Summary

EA Engineering did a study on the amount of existing trash in Cell 5. They found Cell 5 will run out of landfill space by December 2027. By building Cell 6, Worcester County residents should have landfill space until the year 2042. If we don't build, Worcester County will need to find a place for trash when Cell 5 is full.

EA Engineering gave Worcester County Public Works a cost estimate for Cell 6 using their experience from designing Cells 1 thru 5 and other landfills around the state to work up the estimate.

Cell 6 needs to have the design work done in FY26 so the construction can start in FY27. This will make Cell 6 available to Solid Waste by the fall of FY27 to start putting the fluff trash in the bottom of the cell. This time line will allow Cell 5 to reach capacity and move into Cell 6. Public Works Solid Waste Division needs to move forward with the design and construction of Cell 6 now to keep Worcester County from running out of landfill space.

	FY 27	FY 28	FY 29	FY 30	FY 31	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						1,000,000		**1,000,000**
Land Acquisition								**0**
Site Work								**0**
Construction	8,900,000	6,100,000						**15,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**8,900,000**	**6,100,000**	**0**	**0**	**0**	**1,000,000**	**0**	**16,000,000**
SOURCES OF FUNDS								
General Fund								**0**
Water Wastewater User Fees								**0**
Solid Waste User Fees	8,900,000					1,000,000		**9,900,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds		6,100,000						**6,100,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**8,900,000**	**6,100,000**	**0**	**0**	**0**	**1,000,000**	**0**	**16,000,000**

If this project will have operating impacts, the fields below will populate from the data that is entered on the Operating Impact Projection tab of this workbook

PROJECTED OPERATING IMPACTS	**38,950**	**38,950**	**38,950**	**38,950**	**38,950**			**194,750**

Additional Project Information

Complete the following questions:

What is the useful life of the asset/project?

6 - 8 years.

Will this project generate revenue?

Yes, Cell 6 will generate revenue for the Solid Waste Enterprise fund.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?

No.

Does this project qualify for IAC funding or other state funding? If so, what is the status of the funding?

No.

Is there a Federal or State mandate related to this project? If so, please elaborate:

No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

No.

CIP Operating Impact Projections

Project:

Personnel Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Utilities ELECTRICITY	3,500	3,500	3,500	3,500	3,500	**17,500**
Telephone PUMP STATIONS	450	450	450	450	450	**2,250**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other LEACHATE HAULING	35,000	35,000	35,000	35,000	35,000	**175,000**
						0
EXPENDITURES						
Operating TOTAL	**38,950**	**38,950**	**38,950**	**38,950**	**38,950**	**194,750**

Capital Expenses	FY 27	FY 28	FY 29	FY 30	FY 31	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 27	FY 28	FY 29	FY 30	FY 31	Revenue Total
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	38,950	38,950	38,950	38,950	38,950	194,750

Operating Impacts

Complete the following questions:

Employee Positions
Will the project change staffing needs? How many positions are added or removed? Indicate if they are full-time, part-time, contractual, grant-funded, or enterprise-funded. What is the estimated cost or savings? Include benefit costs: use 63% for full-time and 49% for part-time with insurance.

N/A

Utility Costs
Will the project increase or decrease costs for electricity, oil, gas, phone, water, or sewer?

Electricity useage will increase by an estimated $3500 annually.

Maintenance Costs
Will internal maintenance costs or external vendor agreements change? Consider custodial, field, road, or general maintenance.

Leachate hauling will increase by an estimated $35,000 annually.

Insurance Costs
Will insurance costs change? Include liability, property, and vehicle coverage.

N/A

Telecommunications
Will the project require additional phones, copiers, computers, or other hardware? List them below.

2 additional cell phones will be needed for pump stations at an estimated cost of $450 annually.

Furniture, Equipment, or Capital Outlay
Will the need for furniture, equipment, or other capital outlay increase or decrease? Is the cost change one-time or ongoing?

N/A